

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

**Policies and Procedures for
Athletic Space Allocation**



Effective 8/1/2019

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 four years. This evaluation will be done with representatives from the PRCS Sports Division 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 four year evaluation.
- D. The PRCS Director has the authority to change the allocation policy if it is determined to be necessary outside of the four 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 to 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 Loudoun County resources.

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
 - 7. VHSL – Virginia High School League
- B. **Adult Sports:** Organized group of players, 18 years of age and older who are participating in the Loudoun County adult sports league, tournament or program.

- C. **Affiliated League:** Affiliated Leagues are sports leagues that :
 1. Operate to provide all the youth in Loudoun County an opportunity to primarily participate in a recreational sports league.
 2. Exist as a non-profit 501 (c) 3 organization in their own name with an all-volunteer board.
 3. Do not exclude any Loudoun County youth the opportunity to participate in the league as a full member within their organizational boundaries as long as said individual has registered by the registration deadline and there is space available.
 4. Have a current signed Memorandum of Understanding with Loudoun County Department of Parks, Recreation and Community Services.
 5. Must be in good financial standing with PRCS, LCPS or any PRCS partner organization.
 6. Must not prohibit participation based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations.
 7. 95% of all league participants are Loudoun County residents.
- 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. **Camp/Clinic:** A program that is instruction in nature and is used to develop or improve upon a sport specific skill or series of skills in which a fee or tuition is charged and is led by an instructor. Camps and Clinics meet for a predetermined time on a limited scheduled basis.
- H. **Community Use:** Use of school or PRCS space for activities by affiliated leagues for non-athletic purposes such as picture days, coaches or leagues meetings. Supervision fees may apply.
- I. **Community Use/Rental:** Use of school or PRCS space for activities by affiliated and non-affiliated leagues for purposes such as tournaments, fund-raisers or any use by non-affiliated users. Supervision and rental fees will be charged.
- J. **Director:** The Director of Loudoun County Department of Parks, Recreation and Community Services or his or her designee.
- K. **For Profit:** Any organization, person or group NOT classified by the IRS as a 501 (c) 3 organization 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).

- L. **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.
- M. **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.
- N. **Multi-Sport Field:** A field that can be configured for more than one sport and can meet the requirements of those sports where possible.
- O. **New League:** An affiliated youth league that has been established for competitive play and has not been previously given any allocation of public athletic space.
- P. **New Sport:** Any organized sport that has not been previously given any allocation of public athletic space.
- Q. **Not-for-Profit:** Any team, league, or individual whose sole purpose is to provide recreational opportunities through athletics to participants without charging fees above the cost of running of such activities. These users will consists 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 USA Softball.
- R. **Non-Affiliated League:** Any sports league that:
 - 1. Does not allow all youth an opportunity to participate within the organization such as an all travel program that does not offer a recreational program.
 - 2. Does not operate as a 501 (c) 3 not-for-profit organization with an all-volunteer board.
 - 3. Does not have a current signed Memorandum of Understanding with PRCS.
 - 4. Uses a 501 (c) 3 determination letter without their name on the letter.For profit organizations will not be permitted free use of LCPS facilities pursuant to Loudoun County School Board Policy.
- S. **Resident:** Any participant, youth or adult, whose primary residence is within Loudoun County.
- T. **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 parent/guardian with a primary residence within Loudoun County.
- U. **Primary Season:** Following the VHSL seasons 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. A sport may only have one primary season per calendar year.

- V. **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.
- W. **Sports/Maintenance Fee:** Board of Supervisors approved fee used to reduce the local tax funding required for field maintenance and facility scheduling and supervision. FY20 fee has been set at \$18 per child, per season, per sport with a 50% surcharge for out of County participants.
- X. **Travel Team/Organization:** An organized entity operated for the sole purpose of participating in non-recreational competitive sports. Due to the nature of the team/organization they are ineligible for affiliated league status. They may receive free space if they meet the following requirements:
 - 1. Exist as a non-profit 501 (c) 3 organization in their own name.
 - 2. Must be in good financial standing with PRCS, LCPS or any PRCS partner organization
 - 3. Pay Sports/Maintenance Fee for any season in which the Team/Organization requests facility use.
 - 4. Must not prohibit participation based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations.
 - 5. 95% of all participants are Loudoun County residents.
- Y. **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 or national tournament track i.e. Little League World Series qualification process. Rental and Supervision fees apply.
- Z. **Loudoun County Youth Sports:** Organized group of players whose playing age is 18 years of age or younger or who still attend high school, who are participating in a Loudoun County affiliated athletic program.

IV. Restrictions

- A. No league, organization or team shall go directly to any school or LCPS facility to inquire about field or facility use without the permission of PRCS.
- B. Use of athletic space is permitted only during the allocated and scheduled time for leagues, individuals or organizations. This includes any changes to the allocation due to unforeseen facility needs or staffing situations.
- C. A request for space does not permit or guarantee use of the space. You must receive an official allocation notification from PRCS prior to

any use of public athletic space and space must be scheduled two weeks in advance of use. Any changes or additions to the schedules must be made three (3) business days in advance based on staff availability or fourteen (14) days if LCPS custodial staff is needed for the event. Priority will be given to make up games over practices.

- D. 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.
- E. 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, rented or sold. Any unused space shall be returned to PRCS for re-allocation prior to first use. Allocated space is designated for games and practice ONLY. Camps and Clinics in which a fee is charged are strictly prohibited on school sites and PRCS facilities unless the space is rented or the program is contracted with PRCS. Other uses with PRCS approval and by exception and may incur additional fees.
- F. 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 rate if their company or organization is located or registered with the Virginia Corporation Commission outside of Loudoun County.
- G. The following uses are prohibited indoors by PRCS and or LCSP:
 - 1. Baseball, softball and cricket bats; lacrosse, hockey and field hockey sticks as well as baseballs, softballs, cricket balls and lacrosse balls use in gyms including the use of tennis balls, softie or safety balls.
 - 2. Soccer and futsal practices/games or drills where the ball is kicked into or towards a goal unless the PRCS gym is set up for the event.
 - 3. Football practices or walk-throughs are prohibited in gyms.
 - 4. Any activity that poses a significant safety risk to participants, spectators or to the facility in the opinion of PRCS or LCPS.
- H. No sport other than street or roller hockey shall be played on PRCS hockey rinks

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. Youth Sports:
 - a. 95% of participants registered in each affiliated league, organization or team 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 in its entirety meets the 95% threshold.
 - c. Applying organizations are determined to be a Loudoun County based organization based on the address noted on their Virginia State Corporation Commission registration.
2. All applicants for field space must be prepared to provide documents showing proof of residency for all participants each season upon request of PRCS. Travel only teams or independent/non-affiliated team and/or organizations shall provide proof of residency for all members of their team or organization prior to receiving any allocation each season. Preferred proof of residency would be documentation from LCPS which includes the student's full name and the school the child attends or child's address such as a copy of a LCPS School ID, schedule or top portion of a report card. Home schooled participants may provide other forms of address verification as needed.
3. All applicants agree to abide by and assist in the enforcement of all rules and regulations associated with use of LCPS facilities and PRCS facilities.
4. All applicants must pay the Sports and Maintenance Fee within two weeks of 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 or teams he/she must pay for each sport and team each season.
5. 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 fee is subject to change annually by the Board of Supervisors during the annual budget process.
- B. All facility users agree to adhere to the Loudoun County Sports Code 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
Winter Turf	November 1st	December 1st

- 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 which will be included in the allocation determination.
- F. A copy of the league participants, both out of county and resident numbers by zip code, from the previous year's season must be provided to PRCS no later than two weeks after the league's first use of allocated facilities.
- G. Independent teams and non-affiliated teams shall provide a copy of their insurance with County of Loudoun and Loudoun County Public Schools named as an additional insurer.
- H. PRCS sports staff will work with LCPS staff to determine which sites will be available each season. LCPS procedure no longer allows for "Blanket Requests" or "Blanket Scheduling". PRCS will make a good faith effort to only allocate facilities we believe to be available for use. All allocated space must still be scheduled with PRCS in advance of use. All schedules must be received two weeks prior to use.
- I. Any league, team or individual that owes any outstanding fees to PRCS or LCPS 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:
 1. PRCS and LCPS programs, tournaments, activities and special events

2. PRCS and LCPS co-sponsored programs and activities to include tournament rentals
3. Youth sports primary season games (affiliated league)
4. Youth sports primary season practice (affiliated league)
5. Adult sports PRCS programs games and practices
6. Youth sports secondary season games (affiliated league)
7. Youth sports secondary season practices (affiliated league)
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
14. Organizations based outside of Loudoun County utilizing rental space

VI. Allocation Process

There will be up to two sports meetings held annually by PRCS staff for all league representatives. These meetings 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 league representatives 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 Facility Services Division to determine which facilities 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 an electronic copy of the MOU for each affiliated league to the league president. This MOU must be signed and returned with an IRS tax status letter of determination, league insurance policy including PRCS and LCPS as an additional insurer, 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. This request will also require the participant numbers of both out of county and resident numbers by age and by Zip code, from the previous year's season. Example: For Spring 2018 the league will need to submit Spring 2017 information.

- D. Once PRCS has received the requests from the leagues, teams, and individuals, PRCS 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 determine the number of hours available on all fields based on availability and if the facility is lighted. Practice slots for the purpose of allocations will be determined by PRCS to insure fair and equitable distribution of facility space. Allocations will take into account outdoor lights and wood courts. Lighted fields will be distributed based on the same percentages of total fields for rectangle sports. Wood courts in gyms will be distributed for basketball based on the percentages of elementary versus middle and high school participants.
 3. 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 improved athletic space.**
 4. If there are two or more primary season sports which use the same type of 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. 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. Secondary season sports would receive any remaining field space after the Primary season sports receive their allocation.

5. Every effort will be made to allocate space within the leagues home area. When this is not 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 should not expect to practice or to have game space in their communities, however every attempt will be made to accommodate requests.
6. 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.
7. Organizations, leagues or individuals who submitted a request past the due date will not displace a previously allocated user.

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 and Field	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, Cheer	Soccer, Lacrosse, Baseball, Softball,
Winter (2 nd Sunday in November- 2 nd Saturday in March)	Basketball, Wrestling,	Volleyball, Track
Winter Turf (January 2 – Day before the first day of VHSL Spring Tryouts)		

- E. If a league believes their allocation was computed incorrectly the League President can appeal their allocation to PRCS by following the appeals process listed below.
 1. The league must submit their appeal in writing or via email to the Division Manager for Sports and Youth Programs within five (5) business days from the date 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 the League President, and not from individual coaches, 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 three (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 impacted 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 three (3) 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 in good standing with PRCS 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. Affiliation of New Leagues

New leagues may request affiliation consideration based on the following criteria:

1. Proof of un-met community need
2. Availability of sport appropriate PRCS controlled facility
3. Overall space and staffing availability.

PRCS Director or his/her designee reserves the right to deny league affiliation based on any of the above criteria.

VIII. 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:
PRCS must approve all proposed field configurations each season. PRCS will take into account safety, parking, field wear and other factors when approving the layout and number of fields on each park and school site. Failure of league to follow the approved field layout may result in the field being removed from the leagues allocation. PRCS will determine field size by the age of the participants in each league.
- 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. In the event of field shortage teams may be directed to share field space and or batting cages. Practice locations may or may not have a portable or permanent mound or fences.
- 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. In the event of field shortage teams may be directed to share field space and or batting cages. Fields may or may not have outfield or wing fencing.
- D. Lacrosse:
PRCS must approve all proposed field configurations each season. PRCS will take into account safety, parking, field wear and other factors when approving the layout and number of fields on each park and school site. Failure of league to follow the approved field layout may result in the field being removed from the leagues allocation.
- E. Football/Rugby/Field Hockey/Cheer
PRCS must approve all proposed field and practice area configurations each season. PRCS will take into account safety, parking, field wear and other factors when approving the layout and number of fields on each park and school site. Failure of league to follow the to the approved field layout may result in the field being removed from the leagues allocation. Cheer is an outdoor sport and no indoor space will be allocated or provided for cheer practice.

F. Basketball

To determine the total amount of space allocated to a certain basketball league, team or individual, PRCS will allocate elementary school courts 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.

G. Roller/Street Hockey

Each of the County owned rinks will be considered equal for the purposes of allocation. Only roller or street hockey can be played on these facilities. No soccer, futsal, lacrosse or any other sport are allowed and will therefore not be allocated for such use.

H. Wrestling

PRCS will work with each high school to gain access to the schools wrestling room and upon request will work with LCPS to identify other areas of the building that may be used safely for wrestling practices. Mats and their maintenance and all other safety equipment will be the responsibility of the leagues.

I. Track and Field

PRCS does not have any tracks in their current facility inventory and relies on LCPS use of high school track and field facilities. Track users allocation will be determined based on their total participation numbers as it compares to other rectangle users each season. Track users may be asked to share space with another organization or another sport, when safe. Track organizations may be required to provide any specialized equipment that is needed.