



Sports Philosophy ~

The City of Brentwood embraces the philosophy that recreation is a fundamental need for people of all ages and is essential to the psychological, social and physical well being of a person.

We believe recreation includes all of those activities in which an individual chooses to participate during their leisure time and embrace a sports culture where participants have fun, look forward to the play of the game, and continue to participate throughout their lifetime.

We also believe the community is better served when focus is placed on introductory, developmental, or recreational programs which allow the participant to engage in a broader “sample” of experiences and guarantee each player a right to play. This is in opposition to a culture where all recreation resources flow to an elite level and participation is determined by ability and performance. That is not to say that participation at a higher level does not have value.

Definitions - For the purpose of this document, unless otherwise apparent from the context, certain words and phrases used are defined as the following:

“**Activity**” is defined as a specified form of action in the area of recreation. An Activity may include, but is not limited to, a class, program, sports league, special event, training, or meeting.

“**Draft**” is defined as selecting from a group of available times or locations for a specific time and/or location.

“**Evaluation**” is defined as a means of accessing skill level.

“**Game**” is defined as performing a sport or other competitive activity, typically played as part of a customary season in an organized league.

“**Meet**” is defined as a group of competitors coming together in a series of contests whose combined scores determine the winner.

“**Official**” is defined as an authorized authority who supervises the play of a sport or event.

“**Organized League**” is defined as a group of more than ten players or a group that hold games on a regular schedule. A Sports League typically parallels a nationally recognized or customary season of play identified for their specific sport season, and play (games) occurs locally in their community amongst an identified group of like skill-level teams.

“**Parent**” is defined as mother, father, legal guardian, grandparent, aunt, uncle, brother, sister or anyone representing that child at an event.

“**Participant**” is defined as one who takes part in an activity or program.

“**Person of Authority**” is defined as any full or part-time City of Brentwood employee authorized to supervise and enforce City of Brentwood rules, regulations or codes as they pertain to a specific activity.

“**Practice**” is defined as performing an exercise or action repeatedly to acquire or improve a skill.

“**Scrimmage**” is defined as a practice session game, the results of which are not considered as part of a league record.

“**Serpentine draft**” is defined as a draft method that snakes from left to right for the first round of selections, then right to left for second round of selections, and so on until all available slots are full or requests have been granted.

“**Spectator**” is defined as an observer or on-looker of an activity.

“**Tournament**” is defined as a contest composed of a series of elimination games. Tournament play typically occurs at the conclusion of the customary season play for Recreational Leagues and may be the sole or primary customary season for Competitive Leagues.

“**Volunteer**” is defined as an individual, coach, manager, team parent, umpire, referee, teacher, or other official who is giving their time and expertise, and acting in a non-paid capacity.

Levels of Play ~ The Parks and Recreation Department has identified two levels of play; recreational and competitive.

- **Recreational** play is an environment where participants play for the pure enjoyment of the sport. Recreational players level of skill may be defined as “introductory to average”, or despite their skill level, they wish a different kind of playing experience. Recreational players typically play in a nationally recognized or customary season of play identified for their specific sport season and play occurs locally in their community.
- **Competitive** play is an environment where placement on a team and playing time are determined by skills and ability in a “merit” system. Competitive players have achieved more than “average to advanced” skill levels and typically travel for game or tournament play. Many competitive participants play beyond the customary playing season identified for their specific sport season which may include year round play.

Order of Priority of Use ~ The following is the order of priority from first to last of use at City owned or City facilitated joint use locations as outlined in the joint use agreements between the City and the Brentwood Union School District (BUSD) and Liberty Union High School District (LUHSD):

City Facilities

1. City
2. BUSD and LUHSD (through joint use agreements)
3. Youth game, match, meet or evaluation
4. Youth practice, scrimmage or clinic
5. Adult game, match, meet or evaluation
6. Adult practice, scrimmage or clinic
7. Tournaments
8. General public resident
9. General public non-resident

When deciding whether to grant a user group draft participation status, applicants *must* meet the following factors:

- Mission or philosophy statement of the organization is in line with the City’s Sports Philosophy.
- Numbers served in proportion to registered participants served who are from Brentwood Residents (75% minimum). This percentage does not apply to tournament applicants.
- Ability to be self-supportive and self-administered and to furnish all necessary documents and pay facility costs.

Draft Selection Participation Application Process and Criteria ~ Release of City and/or joint use facilities for use request applications will be made available in six (6) month increments as indicated in the Release Timetable. Additionally, major holiday weekends will be released in December for

tournament selection. Usage requests will only be granted according to the designated timetable of release for a particular facility. The availability of a particular facility will coincide with the City's annual maintenance schedule.

User groups wishing to participate in the selection process for use of City and/or joint use facilities must submit the following information collectively in packet format to the Recreation Manager or their designee at the City of Brentwood Parks and Recreation Department 101 B Sand Creek Road, Brentwood, CA 94513 following the timetable schedule as listed below:

***Release Timetable ~
Turf***

- Application due by the last Friday in October of the current year for use in January through June of the following year. Draft will be held the first week in December for Order of Priority numbers 3 through 6. Tournament draft will occur the second week in December.
- Application due by the last Friday in April for use in July through December. Draft will be held the second week in May for Order of Priority numbers 3 through 6. Tournament draft will occur the third week in May.

Water

- Application due by the last Friday in December for use in April through September. Draft will be held the first Thursday in February.
- Application due by the last Friday in June for use in October of the current year through March of the following year. Draft will be held the first Thursday of August.

Process and Criteria for the First Draft Selection Participation of the Season ~ User groups participating in their first or only draft of the season must complete a Facility Use Request application, along with the following information attached as a complete packet;

- Name an individual as the "designee" and an alternate to represent the organization in matters related to draft selection participation. An official letter or copy of an organization agenda and minutes granting approval must be attached to the packet if applicable.
- Supply a copy of a mission or philosophy statement and purpose of the organization or group.
- Total number of participants served by the user group including the percentage of Brentwood residents (75% minimum). Attach a copy of official registration information from the previous season. If this is the organizations first season, you may attach a statement to that effect and must submit proof by the Wednesday before the draft occurs as stated in the applicable Release Timetable. This does not apply to tournament applicants.
- Agree to abide by the City of Brentwood Activity Code of Conduct. This document requires the signature of the designated representative of the organization or group.
- The City of Brentwood Parks and Recreation Department supports coaches training programs for all organized youth sports. User groups must indicate their intent in the designated area of the "Notification of Intent to Provide Coaches Training" form. This form must be submitted with the completed application packet. This does not apply to tournament applicants.
- Deadline for draft participation packet submission is 5 p.m. on the applicable day listed from the Release Timetable, addressed to the Recreation Manager or designee at the City of Brentwood Parks and Recreation Department at 101 B Sand Creek Road, Brentwood, CA 94513. Post-marked packets or faxed copies will not be accepted.
- All packets submitted will be reviewed to determine eligibility. Incomplete packets will not be considered. Applicants submitting incomplete packets will be notified by email and regular mail.
- Eligible applicants will be notified by email and regular mail regarding their draft participation status. All draft selection participants are final.

Process and Criteria for the Second Draft Selection Participation of the Season ~ User groups participating in their second draft of the year must complete a Facility Use Request application, along with the following information attached as a complete packet;

- Name an individual as the “designee” and an alternate to represent the user group in matters related to draft selection participation. An official letter or copy of an organization agenda and minutes granting approval must be attached to the packet, if applicable.
- Status Verification form.

Selection or Draft Process ~ Once a user group has been approved to participate in the selection process; their designee shall participate in the draft selection. Each designee will randomly draw a number based on the total number of Draft Participants granted. This number shall represent the order of the draft. Each choice represents a pre-determined amount of times and locations. This determination is based on current availability. Availability information and rules of the draft will be given to the draftees prior to the draft date. This information will also be reviewed prior to the draw for numbers. The draft order is followed until all available time periods are selected or each draft participant has met their needs. Prior draft allotments are not pertinent to the current time frame, as availability may fluctuate. The draft style used shall be a “serpentine draft”.

Fees and Charges ~ Prior to participating in the selection process, user groups will be required to pay all applicable fees and deposits. Application processing fees are non-refundable. Once the draft has occurred, a contract will be prepared reflecting the current fees for use requested. Users, with the exception of tournament requests, may opt to be billed on a quarterly basis. If requested, a Billing Processing Fee will be added to the contract. User must remit payment according to current policies, fees and charges.

SBarry 11/7/08