City of San Mateo

Athletic Field Use and Allocation Handbook

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Introduction

Thank you for your interest in reserving community fields. Please read through this Field Allocation Policy to fully understand the procedures, requirements, and local ordinances for using City facilities. The City of San Mateo is committed to providing quality athletic fields for user groups in support of creating community through people, parks, and programs.

The Director of Parks and Recreation, or their designee, may interpret this policy and make administrative updates as needed. The City reserves the right to revoke permits, assess fines, or impose fees for violations of these policies.

Purpose

To implement the field allocation process as approved by the Parks & Recreation Commission to provide San Mateo residents fair, prioritized, and well managed access to City athletic fields. It establishes clear guidelines for field use, supports a variety of athletic activities, promotes decisions that reflect community interests, applies appropriate sports to suitable fields and provides a framework for collecting fees that help maintain these facilities.

Definition of Terms

1. **City:** An incorporated municipality with its own local government that provides and manages public services within defined boundaries. Unincorporated areas of San Mateo are under the jurisdiction of the County of San Mateo
2. **Resident**: A person/organization whose address is within the San Mateo City limits.
3. **Non-Resident**: A person/organization whose address does not fall within San Mateo City limits. Non-residents include those whose address is located in unincorporated areas of San Mateo.
4. **Non-Profit Youth Sports Group**: A group/organization that has been approved by the City of San Mateo as a non-profit organization. To qualify as a non-profit user, the organization must meet all criteria as identified by the Internal Revenue Service (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501© (3) status and are required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status. Visit http://www.irs.gov for additional information on non-profit status.
5. **Sublease**: Giving or selling of field space to any individual, organization, group, etc. to whom the City of San Mateo did not grant a permit.
6. **Validated**: An athletic group/organization that has been approved by the City of San Mateo as a legitimate athletic group and granted a priority classification to receive ongoing field allocations.
7. **Athletic Organization Information Sheet**: Required form an athletic group must complete to become validated and assigned a Priority Classification for the allocation process. An athletic group must be validated to be allocated ongoing field time.
8. **Field Allocation Request Form**: A required form that athletic groups/organizations utilize to request the days, times, and locations they would like to be allocated for ongoing practices and/or games.
9. **Child Protective Ordinance (CPO)**: A form used to help protect children enrolled in non-profit programs. In addition to requiring background checks of adults supervising children, certain

requisites of this ordinance are in place to help provide education and information for adults working with children in any youth program as to appropriate adult behavior and ways to respond if you feel a child has been abused.

10. **Soccer Goal Requirements:** Requirement of organizations/groups to lock up the soccer goals properly for liability reasons.
11. **Youth Administrative (or Admin) Fee**: Bi-annual per player fee assessed to each validated youth organization based upon the number of players/participants they have registered for their primary season.
12. **Athletic Event & Tournament Form**: A required form for organizations requesting to host an athletic tournament or athletic based event on a city field. In addition to tournaments other athletic events include Opening Day, Picture Day, or any event that is not a regular practice or game.
13. **Youth Group**: For the purposes of the Child Protective Ordinance, youth group is defined as an organization with participants who are under 18 years of age.
14. **Select**: A youth sports organization or youth sports program that recruits players and/or conducts try-outs.

Process

Fields are allocated for the following seasons. (specific field closure schedule noted on in appendix):

Summer/Fall	July 1st through December 31st
Winter/Spring	January 1st through June 30th

1. Organized athletic groups must submit an Athletic Organization Information Sheet and a Field Allocation Request Form to the Parks & Recreation Department for the group to become validated and eligible for ongoing field use. Submit electronically to SMfields@cityofsanmateo.org. or you may drop off at San Mateo City Hall: 330 W. 20th Ave. San Mateo between 9:00am and 5:00pm, closed from 12:00-1:00pm.

2. All field request forms will be available at the Parks & Recreation Department (330 W. 20th Ave.) and on-line at http://www.cityofsanmateo.org/ballfields.

3. Field allocations may vary by season to accommodate sports that primarily take place during specific months. Soccer typically operates August through November, while softball and baseball generally run February through July. Allocation decisions may take these seasonal demands into account to ensure fair and appropriate field use.

4. Forms are required to be submitted by the deadline as set by City staff for the upcoming season.
    a. Failure to submit required forms by the deadline may lead to a User Group not receiving field time for the upcoming season.

    DEADLINES FOR FIELD USE REQUEST FORMS:

SUMMER/FALL	April 1st
WINTER/SPRING	October 1st

5. The City may conduct a Field User meeting to discuss field allocations and issues common to the

user organizations. The date for this meeting will be communicated to all User Groups that have submitted the required ongoing allocation request forms as follows:

- Athletic Organization Information Sheet
- Field Allocation Request Form

6. Requests for field use in conjunction with a picnic permit or for one-time private use are not bound by the deadlines listed above. These types of uses will be reviewed at the time of their submittal and either approved or declined based on eligibility and availability.

7. Past balances must be fully paid prior to being allocated field space.

8. Field Permits will be issued to each User Group with approved allocation times. User groups must have a copy of their permit in possession when utilizing athletic fields. Permits will also be on file with Parks and Recreation Department Office.

9. Once permits have been approved and distributed to a User Group, all associated fees must be paid. Fees due for allocation process are 30 calendar days after permits are issued, those that are not paid by that time will be released. Refunds will not be issued for unused field permits unless City receives notification from User Group 14 calendar days in advance of non-use. User Groups may request a refund for unused field permits due to inclement weather and any field closures mandated by the City; however, requests for refunds due to inclement weather must be received within one week of the specific permit date(s) where the field was deemed not playable.

Lighting Use and Fees: All athletic field lights have a required shutoff at 10:00 p.m., unless the field is being used for a City-sponsored event or program. Light fees will be assessed beginning at the times listed below, based on natural daylight availability for each month. Fees can be found at https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule:

January – 5:00 p.m.
February – 6:00 p.m.
March 1–14 (Daylight Saving) – 6:00 p.m.
March 15–31 – 7:00 p.m.
April – 7:00 p.m.
May – 8:00 p.m.
June – 8:00 p.m.
July – 8:00 p.m.
August – 8:00 p.m.
September – 7:00 p.m.
October – 6:00 p.m.
November – 5:00 p.m.
December – 5:00 p.m.

User Group Requirements

1. Organized athletic groups must submit an Athletic Organization Information Sheet to the Parks and Recreation Department so that the group can be validated.
2. Non-profit organizations must meet all criteria as identified by the Internal Revenue Service (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501c(3) status and are required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status.
3. All youth groups requesting field time must also provide documentation that the group has complied with the City's Child Protective Ordinance requirement. http://www.cityofsanmateo.org/index.aspx?nid=233
4. All user groups must comply with all applicable federal, state, and local laws, regulations, and City policies while conducting youth sports activities on City facilities.
5. To verify a group's residency and participant numbers, the City reserves the right to request information that will help confirm the accuracy of the number of residents and nonresidents registered with the group. This includes, but is not limited to, a master league roster complete with players' first and last names alphabetized, zip code, city, coach, and team. Online verification sources may also be used to confirm the number of teams a group has claimed to be a part of their program. Any organization found to be misrepresenting its residency status and/or actual number of participants is subject to having permits revoked indefinitely.
6. Insurance is required for all permitted youth and adult sport groups. All organizations must provide a certificate of insurance that shows general public liability coverage in a minimum amount of $4,000,000 aggregate and $2,000,000 per occurrence. In addition, the group must provide a copy of an endorsement to the insurance policy naming ***the City, its elected and appointed officials, and employees, agents and volunteers*** as additional insured for the event. This additional insured information must be in the form of an actual endorsement to the policy and not just shown on a certificate of insurance; please see a sample endorsement in appendix.
7. Permits will not be issued until this insurance requirement has been completed and proper forms have been submitted to the Parks & Recreation Department.
8. Each User Group is limited to conducting only the activities specified in their field use permit. Examples of activities that will not be allowed without prior approval and additional permits include clinics, camps, tournaments, or athletic events, such as Opening Day.

Field Exchange/Sublease of Fields

Users may not exchange or sublease field allocations under any circumstance. The sublease of fields is strictly prohibited.

1. Organizations may not exchange or sublease fields under any circumstances. Exchange or sublease of fields will result in revocation of permits for all parties.
2. Any fees paid for a revoked permit will be forfeited.

3. Organizations found to have exchanged or subleased fields will forfeit the opportunity to receive future allocations.
4. Any organization that is the beneficiary of exchanged or subleased field space may have any existing permits revoked and may forfeit future allocations.
5. The City of San Mateo, Parks and Recreation Department reserves the right to act as the final arbitrator in all disciplinary matters.

User Group Priority Classifications

The following priorities are used as guidelines. The City of San Mateo reserves the right to adjust these priorities as deemed appropriate in order to best serve City of San Mateo residents.

Priority 1

Programs and activities conducted or sponsored by the City of San Mateo. This includes the San Mateo Police Activities League program(s).

Priority 2

Priority 2 pertains to two separate groups. First, programs conducted by Elementary Schools (K-8) within the City of San Mateo. Second, organizations that limit their recruitment and sign-ups to individuals living within the San Mateo City limits and are recreational in nature having a "everyone plays; no child is turned away" philosophy. Residency requirement for Priority 2 consideration is a minimum of 90%.

A. Programs conducted by validated, nonprofit, youth sports groups with preference given to a sport in its traditional season as defined below:
   - Winter/Spring Sports (baseball, softball)
   - Summer/Fall Sports (soccer, football)

Coaches and board members must be volunteers. The organization must maintain an affiliation with a national, state or local sports governing board. Some exceptions may exist that allow a non-resident to participate in their program. Established and returning organizations will have priority over a new organization providing a similar sport or activity.

Priority 3

Priority 3 pertains to two separate groups. First, programs conducted by private high schools within the City of San Mateo. Second, organizations in which participants must "tryout" or be selected based on skill level. Organizations may be "select" in that participants may be recruited from cities other than San Mateo. Residency requirement for Priority 3 consideration is a minimum of 50%. Residency verification may be required.

A. Programs conducted by validated, non-profit, youth sports group. An organization that has a San Mateo address, or one that has a minimum of 50% residents. "Cuts" may take place and coaches may be paid. Established and returning groups will have priority over a new group providing a similar sport or activity.

B. Specialized programs offered by groups classified as Priority 2 that are outside the normal league structure. Examples of such programs are: specialty camps; regional tournaments; "select" team facilitation.

Priority 4

Organizations in which participants must "tryout" or be selected based on skill level. Organizations may be "select" in that participants may be recruited from cities other than San Mateo. Residency requirement for Priority 4 consideration is a minimum of 25% residency. Residency verification may be required.

A. Programs conducted by validated, non-profit, youth sports groups. An organization that has a San Mateo address, or one that has a minimum of 25% residents. "Cuts" may take place and coaches may be paid. Established and returning groups will have priority over a new group providing a similar sport or activity.

Priority 5

A. Adult resident sports groups or teams.
B. Resident private rentals.

Priority 6

Youth or Adult non-resident groups, teams, or individuals. Non-resident is defined as having an organization address outside of the San Mateo City limits and/or having less than 25% residency.

Athletic Events & Tournaments

All general rules, reservation procedures, and allocation priorities as specified in this policy are applicable for tournaments and athletic events. User Groups may not use field time permitted for practice or games for an event or tournament. Tournament/Athletic Event applicants must complete an Athletic Event & Tournament Form at least 30 days prior to the event. Submittal of this form does not guarantee a permit. Upon completion and submitting the form the Parks and Recreation Department will require up to two weeks to process the request. Upon approval, User Group will be required to pay the required deposit and submit required insurance documentation.

Athletic Event/Tournament applicants must receive City approval to sell food, use food trucks, jump houses, or use a barbeque not already provided as a park amenity. This approval must be noted in the permit under the Conditions of Use.

Athletic Events/Tournaments canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Athletic Event/Tournament permits canceled by the user at least 10 business days prior to the event will be refunded less 25% of fees. No refund will be issued if the Athletic Event/Tournament is canceled with fewer than 10 business days.

Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy.

The City reserves the right to have a tournament or event reviewed by other City departments to minimize the impact on neighbors, fields, parking traffic, etc. All applications must meet requirements and review City will assess field availability, rest and renovation schedules, staffing levels, impacts to other park users and/or neighbors, and ability to comply with municipal code and all relevant laws and regulations.

Any non-athletic based event requesting an athletic field requires the submission of a Special Community Events Permit application. Additional information can be found at https://www.cityofsanmateo.org/1076/Special-Community-Events-Permit

Fees

All athletic field use fees are reviewed by the Park and Recreation Commission and approved by City Council annually. Current fees can be found at https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule

Field Maintenance & Closures

After significant rain, the Parks Department will determine field playability. If fields are closed, updates will be posted on the Field Conditions Hotline and the City of San Mateo website. Some fields may be open while others remain closed.

Field Conditions Hotline: (650) 522-7439

Please share field condition updates with coaches and players and encourage them to use the hotline and website for the most current information.

For unexpected weekend rain, Park Rangers determine field playability. We also rely on user cooperation—if the field is unsafe, please stop play and remove teams immediately.

Fields are considered closed whenever it is raining, regardless of signage, red lights, or posted updates. Stay off fields if closure signs are present, red lights are on (Chanteloup and Fitzgerald only), or conditions appear unsafe. Park Rangers may stop play if fields become too wet or hazardous. If you observe unsafe conditions, contact the Park and Recreation Field Reservations line during business hours or Park Rangers during evenings and weekends.

Park and Recreation Field Reservations: (650) 522-7430
Park Rangers: (650) 522-7485

Los Prados and Dr. Martin Luther King Jr. turf field may be used during light rain; however, users should apply good judgment and avoid play if safety is a concern.

Field Closure Standards

Fields may be closed when conditions pose safety risks or could cause damage to the turf or playing surface. Reasons for closure include:

- Required maintenance
- Heavy rainfall
- Standing water or multiple puddles
- Deep holes or uneven surfaces
- Muddy, saturated, or slippery conditions
- Any other condition that makes the field unsafe for public use

Indicators for Potential Closure: the following signs help determine when a field is not safe for use:

- Puddles that are not draining
- Ground that feels soft, unstable, or gives way underfoot
- Water forming around your foot when stepping on the field

While fields may be damp from rain, dew, or irrigation, a wet field can still be playable. A saturated field is not playable and must remain closed. These standards help balance the needs of sports organizations with responsible practices that

keep fields safe and in good condition.

Field Prep & Maintenance

Infields

To maintain safe, playable ballfields and to comply with regional air-quality expectations regarding fugitive dust emissions, all infield preparation must be performed in a manner that minimizes the creation and movement of dust. The Bay Area Air Quality Management District (BAAQMD) defines activities that disturb soil as "active operations," which have the potential to generate particulate matter and fugitive dust. Excessive visible dust emissions, especially those that travel off the field or across property lines, are prohibited under BAAQMD rules. Additionally, visible particles that cause annoyance on adjacent property are not allowed.

- Water the fields
- To prevent a growing lip, when dragging the field stay at least 18 inches away from the outfield edge.
- Please make an effort to hose or rake out the infield mix from the edge of the outfield to prevent build-up and reduce loose material that can become airborne.
- Please do not pull the drag between fields, as this can create unnecessary dust plumes and spread loose infield mix.
- When finished dragging, please do not stop at the same location each time. Varying your stopping point prevents soil displacement and dust concentration in one area.
- Only responsible adult volunteers, skilled in field preparation, should be dragging the field. Proper technique protects the field surface and reduces dust emissions.
- By following these practices, field users help limit dust generation, prevent nuisance dust impacts to neighboring properties, and maintain compliance with regional air-quality expectations.

Grass

- No parents, spectators or coaches may park on or drive across grass areas.

Trash

- All the trash from your practice/game must be put into trash receptacles.
- Ensure that all is picked up from bleachers and dug outs.
- Recycle when possible. Do not put trash, food or pizza boxes in the recycle bins.

Soccer Goals

- Adjust the location of the goals to prevent turf wear.
- Secure goals in agreed upon location after each use.
- Use sandbags or stakes to properly secure goals during use.

General

- Do not fill outfield holes with infield mix. Inform the Parks and Recreation Department about any safety concerns at the City athletic fields.

On-Site Storage (Storage Units)

On-site storage at City of San Mateo athletic fields, including placement of storage boxes/lockers ("Storage Units"), commonly known as "Knaack boxes" is prohibited unless expressly authorized in writing by the City through a facility use permit and/or separate written agreement.

Any request for a Storage Unit must be submitted in writing and include a site plan with proposed location, unit specifications (size/material/appearance), and a description of intended contents; approval is discretionary and the City is not obligated to provide on-site storage. Approved Storage Units may only be placed in City-designated locations, must not obstruct public access/ADA routes, maintenance operations, and may not be anchored to or otherwise alter City property without prior written City approval.

Storage Units must remain locked and be kept clean and orderly, must contain only sports-related equipment, and flammable, toxic, or hazardous materials are prohibited; the City assumes no liability for loss, theft, or damage to stored items. At the conclusion of the organization's season (or upon City request), all stored items must be removed and the Storage Unit must be cleared/removed as directed, and any violations may result in City removal at the organization's expense and/or permit enforcement actions (including suspension or loss of future allocation priority).

Field Rules and Regulations

1. Alcohol is prohibited on all City fields during permitted athletic use.
2. Glass bottles are not permitted at any City park.
3. The use of sound amplification equipment is prohibited. Radios, boom boxes, wireless speakers, DJ setups, instruments, microphones, and megaphones are not permitted per Title 13 of the San Mateo Municipal Code.
4. Smoking is prohibited in city facilities and on city property including parks, parking lots, and grounds surrounding city facilities, including streets and sidewalks.
5. Vehicles are not permitted inside any city park at any time. Any unauthorized vehicles in the park or picnic area will be subject to a citation and towing at the owner's expense.
6. No personal barbecues may be brought into any park. Barbecuing is restricted to the barbecue pits provided by the City at each picnic site. Caterers and food vendors are not permitted unless approved via event request to Parks and Recreation Department.
7. Inflatable jump houses may only be used with prior approval.
8. No electricity provided is available at any park.
9. Dogs are allowed at all City parks, including ball fields, but must remain on a leash and in control at all times. Dogs are only allowed off-leash in the designated dog play areas at Seal Point Park, Joinville Park, Los Prados Park, and Laurie Meadows Park and during designated times on Chanteloup and Fitzgerald fields. Please visit http://www.cityofsanmateo.org/index.aspx?NID=2332 for more information about the City of San Mateo off-leash program.
10. With the exception of dogs on leashes, no domesticated animals (petting zoos) will be permitted in any Park Property or Facility.
11. Model airplanes, drones, motorized scooters, and/or any other motor driven vehicles are prohibited.
12. Individuals may utilize turf areas in parks provided the area is not already permitted for an athletic event. If a valid permit asks you to vacate an athletic field, please do so immediately. Turf areas are not to be utilized by outside vendors unless permission and/or permits have been approved.
13. Any change, alteration, or modification of stated use must be approved in advance by the Parks and Recreation Department. Change or omission, may result in cancellation of use or a change of the use area and/or fees. Any misrepresentation of use, or failure to comply with Use Guidelines, may result in

loss of permit for the park or facility of use and/or forfeiture of all fee(s) and deposit(s).

14. No person, group or organization shall charge a fee, offer for sale, or accept a donation without prior approval from the Director of Parks and Recreation.
15. No person, group or organization may allow an affiliated organization to utilize their permit without approval and proper forms from the Parks and Recreation Department. This includes, but is not limited to, outside leagues, outside tournaments, outside vendors, etc. Allowing affiliated organizations to utilize a permit shall be considered subleasing, which is prohibited.
16. All users are responsible and required to know all applicable laws and codes related to field use and their activities and abide by all requirements.

Damage/Cleaning Deposit

1. Any misrepresentation of use or failure to clean-up or comply with rules and regulations may result in loss of current and future permits and/or forfeiture of all fees and deposits.
2. The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, and equipment (or unusual clean-up required), as a result of the applicant's and/or organization's occupancy of the facility.

Insurance Requirements

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than $2M per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit, $4M aggregate limit will be required for activities like softball, baseball, soccer, and skateboarding

If the use includes athletic activities, Renter shall provide evidence of that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance.

If the Renter maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Certificate Holder

City of San Mateo
330 W 20th Ave
San Mateo, CA 94403

Additional Insured Status
The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Please indicate on the endorsement:
The City of San Mateo, its elected and appointed officials, employees, officers and volunteers are to be covered as additional insured.

Primary Coverage
For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

Please indicate on the endorsement:
This insurance shall apply as primary insurance as respects any Person, Organization, Partnership or Joint Venture named above, and any other insurance available to such Person, Organization, Partnership or Joint Venture shall be excess and not contributory with the insurance afforded by this policy.

Notice of Cancellation
Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
Waiver of Subrogation
Renter hereby grants to City a waiver of any right to subrogation which any insurer of said Renter may acquire against the City by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
Acceptability of Insurers
Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.
Verification of Coverage
Renter shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. All certificates and endorsements are to be received and approved by the City *at least five days* before Renter commences activities.
Homeowners Insurance
In some cases, the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the City.
Special Risks or Circumstances
City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

Allocation Packet Cover Sheet

Organization:_____
Main Contact name:_____
Main Contact phone:_____
Main Contact e-mail:_____

The following forms must be completed for your packet to be accepted for the allocation process. Please use the checklist below to ensure you've completed all the necessary forms.

- □ Athletic Organization Information Sheet
- □ Field Allocation Request Form
- □ Event and Tournament Form (If applicable)□ Child Protective Ordinance Form
- □ Insurance Certificate and required endorsements

Send completed packet to SMFields@cityofsanmateo.org or by mail/in person at San Mateo City Hall.

My signature affirms all the information in this packet is accurate and complete. I also hereby acknowledge that I have read, understand and will abide by all policies, procedures and requirements outlined in the City of San Mateo Athletic Field Use and Allocation Policy.

Signature:_____Date:_____

Staff Only:

Date Received:
Date Processed:
Approved:
Notes:

Athletic Organization Information Sheet

Please Print

Organization Name:	Sport:
Affiliated Nation, State or Local Governing Board:	IRS 501c(3) #:
Address:	Primary Phone #:
Mailing Address (if different than above):	Email Address:
Phone #: (to be released to the public)	Website:
President's Name:	Email Address:
Address: (if different than above)	Phone #:
Field Coordinator's Name:	Email Address:
Address: (if different than above)	Phone #:

		# of Participants		
	# of Teams	Resident	Non-Resident	Total
2026 Actual				
2027 Anticipated				

Age range of participants:	Anticipated 2027 Opening Day:
Month teams officially start practice:	Length of Official Season: (month to month)

Will you host any events or tournaments in 2027? ☐ Yes ☐ No

Special Usage Requirements -- Soccer: Will you require access to soccer goals: ☐ Yes ☐ No

2027 Board Members	
Position	**Name**
President:	
Treasurer:	
Field Coordinator:	
Player Agent:	

FIELD ALLOCATION REQUEST

Please be as clear and detailed as possible when filling out this form.
You may make as many copies of this form as needed to complete your request.

Organization: _____

Fields	Dates	Practice or Games	Days	Time

ATHLETIC EVENT & TOURNAMENT FORM

Please use this form if you are requesting a City of San Mateo Athletic field for an athletic event or tournament. Completed application must be submitted at least 30 days prior to the event date. This request to take up to 10 business days to process.

Please Print

Organization Name:	Sport:
Address:	Phone #:
Email Address:	Website:
Official Contact's Name:	Email Address:
Address: (if different than above)	Phone #:

Name of Event:	
Type of Event: (Opening Day, Picture Day, Tournament, etc.)	
Date of Tournament/Event:	Time of Tournament/Event:
Location Requested:	Time of set up and take down:
Age range of participants:	Expected Attendance:
Will there be food sold? ☐ Yes ☐ No If so, how (check all that apply): ☐ BBQ ☐ Prepackaged ☐ Food Trucks ☐ Other_____	Will you have jump houses? ☐ Yes ☐ No If so, how many? Do you plan to use picnic areas? ☐ Yes ☐ No Requesting amplified sound? ☐ Yes ☐ No
Will you need to access soccer goals? ☐ Yes ☐ No	Do you intend to line/prep the field? ☐ Yes ☐ No

City of San Mateo

CHILD PROTECTIVE ORDINANCE
Certificate of Agency Compliance

General Information

1. Name of Organization: _____

2. Type of services provided by organization (e.g. athletics, counseling, housing, etc.):

   _____

3. Does your organization meet one of the below exemptions of the Child Protective Ordinance?

   - Public or private school ☐
   - Medical facility ☐
   - Religious organization (not offering youth sports or recreation program) ☐
   - Other organization that is licensed by a government entity where licensing requires a Dept. of Justice background check **AND** fingerprinting ☐

If you met any of the above exemptions, please proceed to signature. If not, please complete the remainder of the form.

Compliance Information

4. Have all employees and volunteers (including volunteers that are never expected to be alone with children) attended two hours of child abuse prevention training with your organization or were certified to have completed it within the last two years?
   Yes ☐ No ☐
5. Do you have employees that work in a "supervisory or disciplinary role" over children?
   Yes ☐ No ☐
   - ➢ If so, have all employees that work in a "supervisory or disciplinary role" over children undergone a fingerprinting and a background check through the Department of Justice?
     Yes ☐ No ☐
6. Do you have volunteers that work in a "supervisory or disciplinary role" over children and are expected to be "alone with one or more children" during the ordinary course of their duties?
   Yes ☐ No ☐
   - ➢ If so, have all volunteers who work in a "supervisory or disciplinary role" over children and who are expected to be "alone with one or more children" undergone a fingerprinting and background check through the Department of Justice? Yes ☐ No ☐

I certify that the above information regarding the compliance of the organization with Sections 10.65.020 and 10.65.060 of the Child Protective Ordinance is true and correct.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

APPENDIX

Field Closure Schedule

Different fields have different needs regarding maintenance and rest periods. Below is the Field Closure Schedule. Please note that these dates are subject to change due to maintenance schedules, weather, and other field needs. Please use this only as a guide to assist you in planning your year.

Field	Closure Dates
Bay Meadows	December 1st - April 1st
Bayside Academy	CLOSED
Beresford Chanteloup Field	December 1st – February 1st
Central Fitzgerald Field	October 25th – March 1st
Fiesta Meadows	December 1st – March 1st
Harborview (Dore Field)	December 1st – February 1st
Joinville	December 1st – February 1st
King	OPEN
Lakeshore (Martens Field)	December 1st – February 1st
Laurie Meadows	December 1st – February 1st
Los Prados	OPEN
Los Prados Old Section	December 1st – February 1st
Mariners Island (Benoit Field)	December 1st – February 1st
Shoreview	December 1st – February 1st
Trinta	December 1st – February 1st

Specific Field Conditions of Use

Complex	Facility	COU (Additional Information)
Bay Meadows	Backstop	Backstop is only to be used for 10U baseball.
	Soccer Fields	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage.
Bayside Academy		
Beresford	Chanteloup Field 1	Field prep required.
	Chanteloup Field 2	
	Chanteloup Field 3	
Bayside/Joinville	Diamond	Diamond is to be used for 12U baseball only. Field prep required.
	Soccer	
Central	Fitzgerald Field Whole	Field prep required.
	Fitzgerald Left Field	
	Fitzgerald Right Field	
Fiesta Meadows	Soccer Field East	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage.
	Soccer Field West	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage.
	Track	
Harbor View	Dore Field	Diamond is to be used for 14U baseball only.
King Park	Diamond A	Diamond is to be used for 12U baseball only.
	Soccer Field 1 Whole	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage.
	Soccer Field 1 North	
	Soccer Field 1 South	
	Soccer Field 2 Whole	
	Soccer Field 2 North	

	Soccer Field 2 South	
	Soccer Field Whole	
Lakeshore	Martens Field North	Diamond is to be used for 12U baseball only.
	Martens Field South	
Laurie Meadows	Main Field	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage.
	North Field	
	South Field	
Los Prados	Diamond North	Diamond is to be used for 12U baseball only.
	Diamond South	
	Practice Area North	The Practice Area is designated as the baseball field up to the blue line in the outfield. Absolutely no batting practice is permitted. Users must in no way interfere with organizations permitted on the North or South Soccer Fields.
	Practice Area South	
	Soccer Field North	Authorized users are to use the soccer goals for games only. Goals must be properly locked up after usage.
	Soccer Field North East	
	Soccer Field North West	
	Soccer Field South	Authorized users are to use the soccer goals for games only. Goals must be properly locked up after usage.
	Soccer Field South East	
	Soccer Field South West	
	Soccer Field Middle	Middle section is for practice only and soccer goals are not permitted for groups allocated this space. Any organization allocated for the Middle Section may not infringe upon baseball games or practices.
Mariner Island Park	Benoit Ballfield	Diamond is to be used for 11U baseball only.
Shoreview Park	Ballfield	Diamond is to be used for 12U baseball only.
Trinta	North Field	Diamond is to be used for 12U baseball only.
	South Field	

Soccer Goal Regulations

Any group(s)/organization(s) that are allocated fields for soccer MUST lock up the soccer goals in their proper locations. Minors may not lock/unlock or move soccer goals at any time.

If organizations want to display proof that they are in compliance with the soccer goal regulations they may email a picture of the locked goals in their proper location (as indicated below) to SMFields@cityofsanmateo.org after their practice or game. If a goal is unable to be locked, a coach MUST take a picture of the problem and send to SMFields@cityofsanmateo.org. City of San Mateo Soccer Goal Locations All Goals Must Be Locked Face to Face

Field	# of Goals	Location Where Goals Are to be Locked	Notes
Joinville	2	In foul territory next to the parking lot	Must not be locked in a way that would infringe upon baseball/softball users.
Bay Meadows	6	Off the soccer field(s) but not on the pathway	
Bayside Stem Academy	8	Next to the fence on the North side of the field	
King Field	4	Next to the fence between the trees.	Must not be locked in a way that would infringe upon baseball/softball users.
Fiesta Meadows	2	Off the soccer field(s) but not on the pathway	
Los Prados	4	Off the Soccer Field on the East Side	Must not be locked in a way that would infringe upon baseball/softball users.

Los Prados Field Allocations

The Los Prados athletic area is allocated using three defined zones: **North General**, **Middle Field**, and **South General** (see maps). Allocation and use of these areas follow the standards below to ensure safe, compatible field usage.

North & South General Fields / Practice Areas

• These areas are allocated **for practice only**. Games are not permitted.
• User groups assigned to North or South General may **not interfere** with activities on the North or South Soccer Fields. Any interference will result in immediate permit revocation.
• Soccer goals—permanent or portable—may **not** be used in these practice areas.
• The boundaries of each General Field/Practice Area include the baseball diamond area up to the line shown on the corresponding diagram.

Middle Field

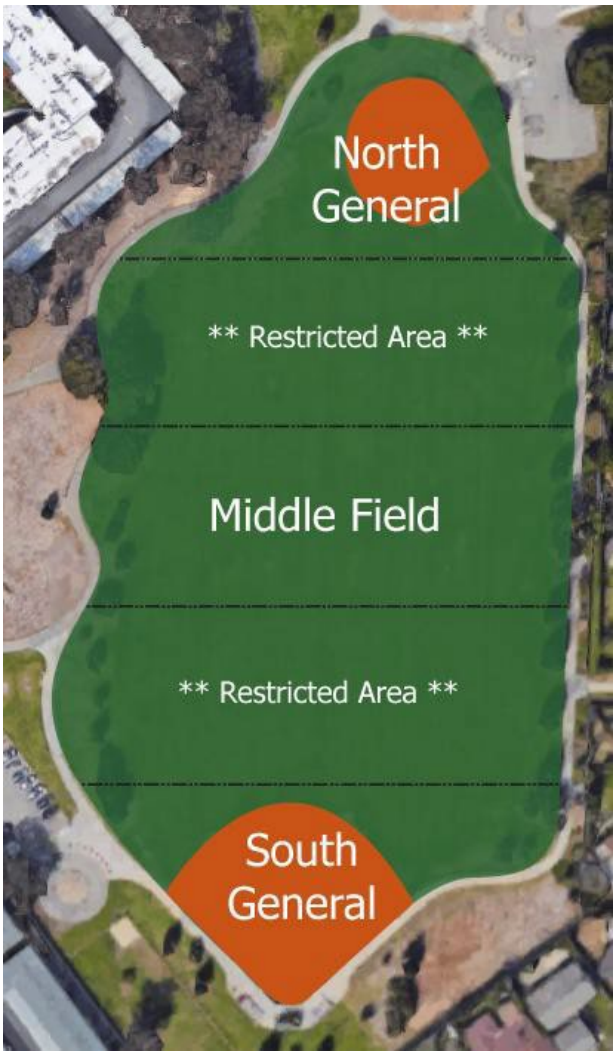
• The Middle Field is allocated **for practice only**. Games are not permitted.
• User groups assigned to the Middle Field may **not interfere** with activities on the North or South Baseball Fields.
• Use of soccer goals—permanent or portable—is **prohibited** in the Middle Field.
• Although unmarked, the Middle Field boundaries are defined in the diagram and users agree not to infringe on neighboring baseball allocations.

Safety-Driven Allocation Restrictions

• The North and South General Fields/Practice Areas will **not** be allocated to baseball if the North or South Soccer Fields are in use.
• The Middle Field will **not** be allocated when either the North or South Soccer Field is permitted, as these areas overlap.

Enforcement

• Any organization that violates these allocation standards is subject to permit revocation.


North General
** Restricted Area **
Middle Field
** Restricted Area **
South General


North General
North Soccer Field
South Soccer Field
South General
Los Prados Dog Park

Dr. Martin Luther King, Jr. Field Allocations

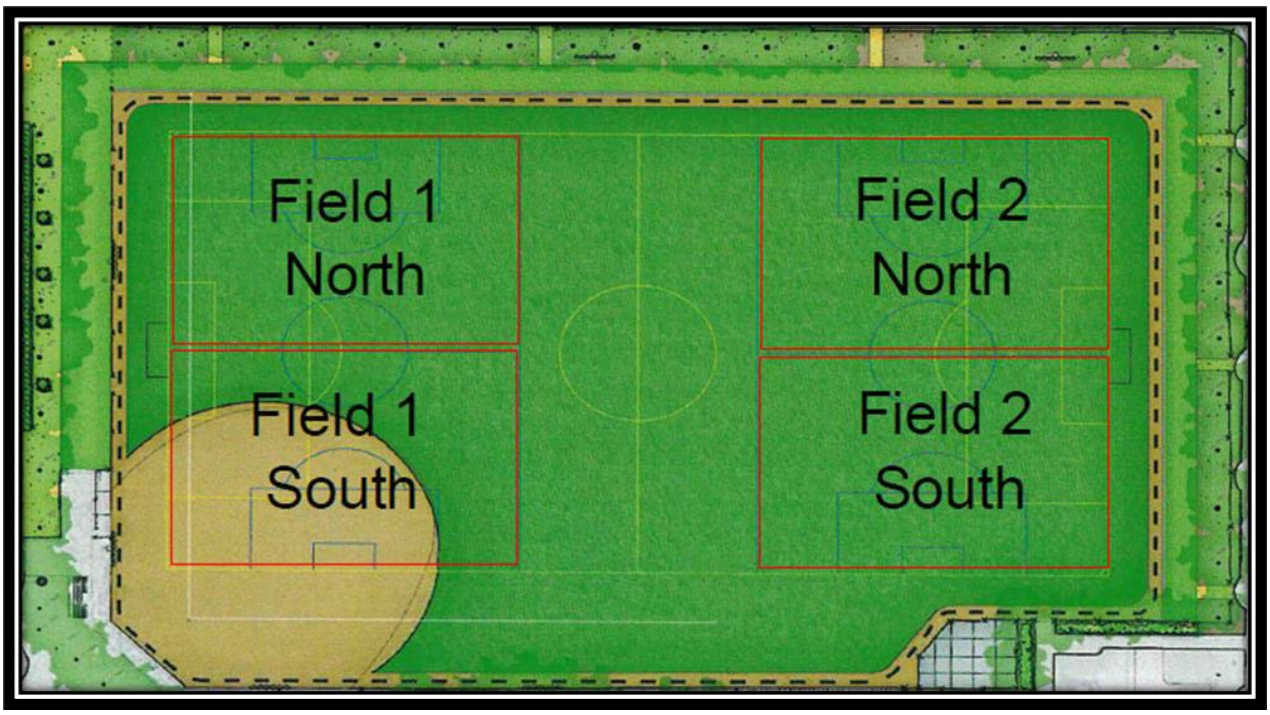
King Field is divided into multiple playable areas to support both soccer and baseball programming. The following zones are used for allocation:

Field 1 – Soccer Whole
Entire 9v9 soccer field located closest to N. Eldorado St.
Field 2 – Soccer Whole
Entire 9v9 soccer field located closest to N. Fremont St.
Field 1 – Soccer North
Northern half of Field 1, closest to East Santa Inez.
Field 1 – Soccer South
Southern half of Field 1, closest to the park.
Field 2 – Soccer North
Northern half of Field 2, closest to East Santa Inez and N. Fremont St.
Field 2 – Soccer South
Southern half of Field 2, closest to King Recreation Center.
11v11 Soccer Field Whole
Full-size soccer field overlay available for permitted full-field use.
Baseball Diamond (Field 1)
Allocated for **12U baseball only**, located on the west side of King Field.

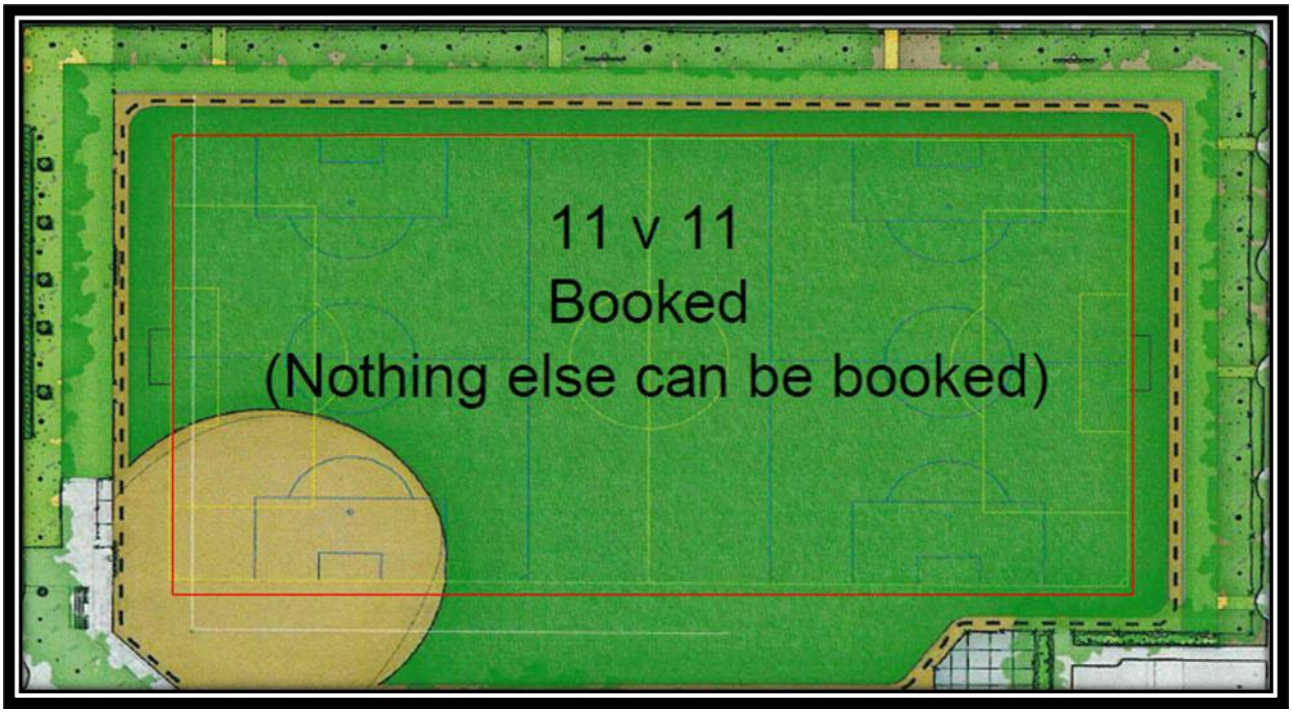
Drop-In & Soccer (All-Seasons)



Soccer Season Weekday Lay-out



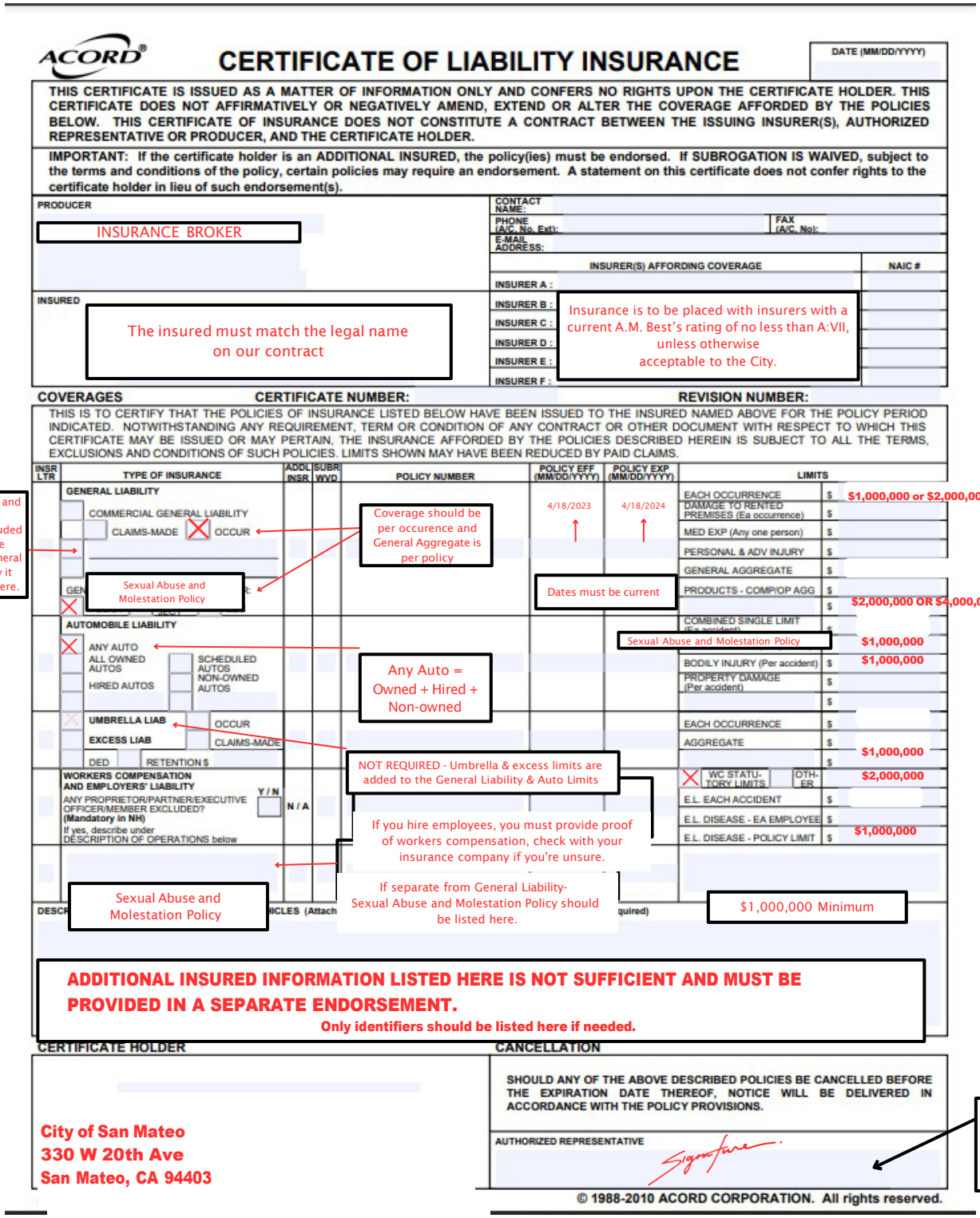
Soccer Season Weekday Lay-out



Baseball/Softball



Insurance Certificate and Endorsements Samples



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

INSURANCE BROKER

CONTACT NAME:

PHONE (A/C, No, Ext):

FAX (A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE — NAIC #

INSURER A :

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

The insured must match the legal name on our contract

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

COVERAGES — CERTIFICATE NUMBER: — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						
	COMMERCIAL GENERAL LIABILITY				4/18/2023	4/18/2024	EACH OCCURRENCE $ $1,000,000 or $2,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) $
							MED EXP (Any one person) $
							PERSONAL & ADV INJURY $
							GENERAL AGGREGATE $
[X]	GEN						PRODUCTS - COMP/OP AGG $
							$ $2,000,000 OR $4,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) $
[X]	ANY AUTO						Sexual Abuse and Molestation Policy $1,000,000
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident) $ $1,000,000
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) $
							$
[X]	UMBRELLA LIAB OCCUR						EACH OCCURRENCE $
	EXCESS LIAB CLAIMS-MADE						AGGREGATE $
	DED RETENTION $						$ $1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						[X] WC STATU-TORY LIMITS / OTH-ER $2,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)		N / A				E.L. EACH ACCIDENT $
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE $
							E.L. DISEASE - POLICY LIMIT $ $1,000,000

IF Sexual Abuse and Molestation coverage is included as part of the Commercial General Liability policy it may be listed here.

Coverage should be per occurence and General Aggregate is per policy

Sexual Abuse and Molestation Policy

Dates must be current

Any Auto = Owned + Hired + Non-owned

NOT REQUIRED - Umbrella & excess limits are added to the General Liability & Auto Limits

If you hire employees, you must provide proof of workers compensation, check with your insurance company if you're unsure.

If separate from General Liability- Sexual Abuse and Molestation Policy should be listed here.

Sexual Abuse and Molestation Policy

$1,000,000 Minimum

DESCR ICLES (Attach quired)

ADDITIONAL INSURED INFORMATION LISTED HERE IS NOT SUFFICIENT AND MUST BE PROVIDED IN A SEPARATE ENDORSEMENT.

Only identifiers should be listed here if needed.

CERTIFICATE HOLDER

City of San Mateo
330 W 20th Ave
San Mateo, CA 94403

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature

Must be signed

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Additional Insured Endorsement

POLICY NUMBER: **Policy # must match certificate** COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

The City of San Mateo, its elected and appointed officials, employees, and agents.

330 W 20th Ave
San Mateo, CA 94403

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

sample

Preferred Form = CG 20 10 11 85
Also acceptable :
CG 20 10/CG 20 26
PLUS CG 20 37

CG 20 10 11 85

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