



City of San Mateo

Athletic Field Use and Allocation Policy

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City of San Mateo

Athletic Field Use and Allocation Policy

I. Introduction

The City of San Mateo's Athletic Field Use and Allocation Policy has been established to ensure that City-owned, maintained, and managed athletic fields are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed of the City's guidelines that govern their use of athletic fields. Due to the increased demand for the use of City fields and the limited amount of available space, it is very important that all user groups abide by the policies and procedures set forth in this policy.

The Director of Parks and Recreation and/or his or her designee shall, at their discretion, provide the interpretation of the language in the Athletic Field Use and Allocation Policy. In the event there is a need to make administrative changes to address field use, City staff shall have the authority to make the necessary revisions.

The City of San Mateo reserves the right to revoke, assess fines, impose fees, or terminate a field use permit of any individual or organization for a violation of any of these policies and procedures.

II. Policy Purpose

- To provide City of San Mateo residents with an opportunity to participate in their athletic activity of choice.
- To establish policies and procedures governing the use of City fields.
- To ensure City of San Mateo residents have priority access to playing fields.
- To ensure City of San Mateo residents receive equal and fair use of fields based on the priority status listed in this policy.
- To facilitate a variety of activities reflecting the athletic preferences of San Mateo residents.
- To collect fees for the use of fields, in support of their ongoing maintenance.
- To ensure that decisions regarding the use of City athletic fields and complexes are made with the best interests of the neighborhoods, sports organizations, and residents of San Mateo in mind.
- To ensure that appropriate sports are permitted on appropriate fields.

III. Definition of Terms

1. **Resident**: A person/organization whose address is within the San Mateo City limits.
2. **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.

3. **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.
4. **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.
5. **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.
6. **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. See form on page 17.
7. **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. See form on page 18.
8. **Facility/Field Reservation Information Form**: A form used to request and athletic field or athletic facility for a one-time use. See form on page 20.
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 Policy**: A policy that requires organizations/groups to lock up the soccer goals properly for liability reasons. Signature required on form by authorized agent.
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. See form on page 19.

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.

IV. Field Allocation Process

Fields are allocated for the following seasons:

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

1. Organized athletic groups must submit an Athletic Organization Information Sheet and a Field Allocation Request Form to the Parks & Recreation Athletics Office for the group to become validated and eligible for ongoing field use. The Parks & Recreation Athletics Office is located at 725 Monte Diablo, San Mateo, 94401. Operating hours are Monday-Friday, 8:30 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m. by appointment
2. Adult or Youth Athletic groups or private rentals requesting one time use only need to submit the Facility/Field Reservation Information Form along with any necessary insurance documents at least 10 business days before requested date.
3. All field request forms will be available at the Parks & Recreation Athletics Office and on-line at <http://www.cityofsanmateo.org/ballfields>.
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 1 st
WINTER/SPRING	October 1 st

5. The City will conduct a Mandatory 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 a one-time private use are not bound by the deadlines listed above. These type of uses will be reviewed at the time of their

submittal and either approved or declined based on different variables including field availability.

7. 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.
8. Once permits have been approved and distributed to a User Group, all associated fees must be paid according to City payment schedule. Refunds will not be issued for unused field permits unless City receives notification from User Group 14 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.

V. User Group Requirements

- A. Organized athletic groups must submit an Athletic Organization Information Sheet to the Athletics Office so that the group can be validated.
- B. 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 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.
- C. 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>
- D. 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. On-line 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 for the season and possibly future seasons.
- E. 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 and agents*** 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 Section XIII.

Permits will not be issued until this insurance requirement has been completed and proper forms have been submitted to the Athletics Office.

- F. Youth and Adult User Groups requesting ongoing field allocations are required to attend the December (for winter/spring field use) or June (for summer/fall field use) Field User Meetings conducted by the City of San Mateo Parks & Recreation Department.
- G. Requests for one-time use must be submitted to the Department at least 10 days prior to the requested use date. Requests for continuous use, which were not approved through the bi-annual allocation process, must be filed at least four weeks prior to the proposed use period. The time periods mentioned above begin AFTER all necessary documents have been approved.
- H. 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. Refer to the Athletic Event & Tournament Form on page 19.

VI. Field Exchange/Sublease of Fields

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

- a. Organizations may not exchange or sublease fields under any circumstances. Exchange or sublease of fields will result in revocation of permits for all parties.
- b. Any fees paid for a revoked permit will be forfeited.
- c. Organizations found to have exchanged or subleased fields will forfeit the opportunity to receive future allocations.
- d. Any organization that is the beneficiary of exchanged or sub-leased field space will also have any existing permits revoked and will forfeit any opportunity to receive future allocations.
- e. The City of San Mateo, Parks and Recreation Department reserves the right to act as the final arbitrator in all disciplinary matters.

VII. 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 organizations 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.

VIII. 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 (see page 19). at least 30 days prior to the event. Submittal of this form does not guarantee a permit. Upon completion and submittal of the form the Parks and Recreation Athletics Office 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. The City also reserves the right to deny a tournament or event based on field availability, rest and renovation schedules, staffing levels and impacts to other park users and/or neighbors.

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 <http://www.cityofsanmateo.org>.

IX. Fees

All athletic field use fees are reviewed and approved by the Park and Recreation Commission annually. Current fees can be found in the City of San Mateo fee schedule or by calling the Parks and Recreation Department's Athletics Office at 650-522-7430.

During the bi-annual allocation, relevant fees will be communicated with the Allocation Packet sent out by the Athletics Office.

X. Field Maintenance & Closures

Field Condition Hotline

After a significant rain, our Parks Department will let the Athletics Office know if fields are playable. If the fields are not OK for play we will update the Field Conditions Hotline and our City of San Mateo website in regards to which fields are closed. It is possible for certain fields to be open while others are closed.

The Field Conditions Hotline is (650) 522-7439. If you have questions about field closures, you can call the Athletics Office at (650) 522-7430 or the City of San Mateo Park Rangers at (650) 522-7485.

We ask that you notify any coaches, players, etc. that need to know this information. Please feel free to give the Field Conditions Hotline number and information on how to check the website to coaches and players as well so that they are able to call and find out field information.

When there is unpredicted rain on the weekends, we rely on our Park Rangers to determine field playability. We ask for your cooperation as well, in identifying when fields are not playable and removing your teams from the field if it is determined that the field is unsafe for play.

Please be aware that fields are closed when it is raining, regardless of the presence of field closed signs, whether or not the red light is on, and whether or not that field has been communicated as closed through the hotline or website. Please stay off the fields if you see field closure signs, if the red lights are lit (red lights are only located at Chanteloup and Fitzgerald fields), or if you observe conditions unsafe for play. Park Rangers will also monitor the fields and may ask you to cease play if the field is too wet or unsafe. We do rely on our users to communicate unsafe conditions, so if you have a concern on a field, please contact the Athletics Office during normal business hours or the Park Rangers in the evenings and on the weekends.

Los Prados turf field can be utilized during light rain and the City of San Mateo requests that all users utilize common sense when determining playability at Los Prados and refrain from utilizing this facility if player safety is a concern.

Field Closure Standards

Listed below are reasons why a field would be closed:

- Field maintenance that requires closure
- Heavy rain
- Multiple puddles of water
- Deep holes
- Muddy and slippery conditions
- Other conditions that would make the field unsafe for public use

Below are some indicators that help when determining field closures:

- Puddles of water that are not draining
- When stepping on to the infield or outfield the ground underneath your foot is not firm and easily gives way
- When stepping onto the field water forms around your foot

Remember it is common for a field to be wet due to rain, dew or irrigation. A wet field can be playable; however, a saturated field is not playable. It is our intention to balance the needs of sports organizations while employing procedures and standards that will keep our fields safe and healthy.

Field Prep & Maintenance Expectations

Grass

- Please make sure your parents, spectators and coaches are not parking on or driving across grass areas.

Infields

- To prevent a growing lip, when dragging field please stay at least 18 inches away from outfield edge.
- Please make an effort to hose or rake out the infield mix from the edge of the outfield.
- Please do not pull the drag between fields.
- When finished dragging, please do not stop at one location all the time. Please change up the places you will complete dragging.
- Only responsible adult volunteers, skilled in field preparation should be dragging the field.

Trash

- Please make sure all the trash from your practice/game is put into trash receptacles.
- Please make sure that trash is picked up from bleachers and dug outs.
- Please recycle where possible. Do not put trash, food or pizza boxes in the recycle bins.

Soccer Goals

- Please plan to adjust the location of the goals to prevent turf wear.
- Please be sure to secure goals in agreed upon location after each use.
- Please use sandbags or stakes to properly secure goals during use.

General

- Please do not fill outfield holes with infield mix. Please inform the Athletics Office about any safety concerns at the City athletic fields.

Tentative Field Closure Schedule

Different fields have different needs in regard to 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 SCHEDULE

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

XI. 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.
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 unless previous permission has been granted. 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 are to 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 previous permission has been granted.
7. Inflatable jump houses may only be used with prior approval.
8. No electricity provided by the City at any park.
9. Dogs are allowed at all City parks, including ball fields, but must remain on a tethered 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 someone with 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 granted.
13. Any change, alteration, or modification of stated use must be approved in advance by the athletics office. 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 expulsion from 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 first obtaining consent from The City of San Mateo 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 under Section VI.

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.

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. Failure to lock up soccer goals properly will result in a fine.
Bayside Academy		
Beresford	Chanteloup Field 1	Field prep required. Failure to prep the field will result in a fine.
	Chanteloup Field 2	
	Chanteloup Field 3	
Bayside/Joinville	Diamond	Diamond is to be used for 12U baseball only. Field prep required. Failure to prep the field will result in a fine.
	Soccer	
Central	Fitzgerald Field Whole	Field prep required. Failure to prep the field will result in a fine.
	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. Failure to lock up soccer goals properly will result in a fine.
	Soccer Field West	Authorized users are to use soccer goals for games only. Goals must be properly locked up after usage. Failure to lock up soccer goals properly will result in a fine.
	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. Failure to lock up soccer goals properly will result in a fine.
	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. Failure to lock up soccer goals properly will result in a fine.
	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. Failure to lock up soccer goals properly will result in a fine.
	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. Failure to lock up soccer goals properly will result in a fine.
	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	

XII. Forms

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.

Allocation Packet Checklist

- ☐ Athletic Organization Information Sheet
- ☐ Field Allocation Request Form
- ☐ Athletic Event and Tournament Form (If applicable)
- ☐ Child Protective Ordinance Form
- ☐ City of San Mateo Soccer Goal Policy (Signature required)
- ☐ Los Prados Contract

****In Addition to these forms, insurance requirements must be met for permits to be valid. See pages 22- 24****

City of San Mateo, Parks and Recreation Department

Athletic Organization Information Sheet

Please Print

Organization Name:	Sport:
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
2024 Actual				
2025 Anticipated				
Age range of participants:		Anticipated 2025 Opening Day:		
Month teams officially start practice:		Length of Official Season: (month to month)		
Will you host any special events or tournaments in 2025? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Special Usage Requirements -- Soccer: Will you require access to soccer goals: <input type="checkbox"/> Yes <input type="checkbox"/> No				
2025 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.

GROUP/ORGANIZATION: _____

Contact Person: _____ Contact Phone: _____

Email: _____

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(s) of Tournament/Event:	Time of Tournament/Event:
Location(s) Requested:	Time of set up and take down:
Age range of participants:	Expected Attendance:
Will there be food sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how (check all that apply): <input type="checkbox"/> BBQ <input type="checkbox"/> Prepackaged <input type="checkbox"/> Food Trucks <input type="checkbox"/> Other _____	Will you have jump houses? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many? Do you plan to use picnic areas? <input type="checkbox"/> Yes <input type="checkbox"/> No Will amplified sound be used?
Will you need to access soccer goals? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to line/prep the field? <input type="checkbox"/> Yes <input type="checkbox"/> No



Facility/Field Reservation Form

For requests outside of the normal allocation period

FAX: (650) 522-7421

Email: smfields@cityofsanmateo.org

Field Application must be received at least 15 business days before requested date.

All payment and/or insurance must be received and approved at least 10 business days before requested date.

This document is for collecting information for your facility reservation. **It is NOT an approval or confirmation of your request.**

APPLICANT INFORMATION

First Name, Last Name: _____ Birthdate: ____ / ____ / ____

Address: _____ City of SM Resident? Y N
Street Address City Zip

Phones: (home) (_____) (mobile) (_____) _____

Email: _____

If you are representing an ORGANIZATION or GROUP:

Organization Name: _____ Non-Profit? Y N

Organization Address: _____
Street Address City Zip

Organization Phone: (_____) (fax) (_____) _____

Are you authorized to represent this organization? Y N Your organization title: _____

FIELD INFORMATION

Facility/Field Requested: _____ Type of sport/event: _____

Date Requested: _____ Day of the Week: _____

I want to be admitted on the field/court: _____ AM / PM to _____ AM / PM

Activity/Event Start/End Time: _____ AM / PM to _____ AM / PM

Max. Attendance: _____ Is the activity open to the general public? Y N

This activity is for (circle one): Youth Adults Youth Rentals Only: What age range? _____

Are you selling anything, charging fees/admission, or soliciting donations? Y N

If yes, please explain: _____

Other special requests: _____

For Bocce Court Rentals ONLY:

of Courts: _____ Do you need to reserve bocce ball equipment? Y N If yes, how many sets? _____

Would you like to reserve the 2 tables in the Bocce Court area for an additional fee? Y N

My signature affirms all the above information is accurate and complete. If there are any changes in the above information after the permit is issued, I will immediately notify the Athletics Office.

Applicant Signature: _____ Date Signed: _____



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: _____

City of San Mateo Soccer Goal Policy

In recent years, the City of San Mateo has received numerous complaints about soccer goals being left unlocked on our fields. Not only is this dangerous but it is inconsiderate to other field users. Goals must be locked face to face in their designated locations.

Any group(s)/organization(s) that are allocated fields for soccer MUST lock up the soccer goals in their proper locations. Failure to lock up soccer goals after practices and/or games will result in a fine. Minors may not lock/unlock or move soccer goals at any time. An authorized agent must sign below agreeing to these terms.

If organizations want to display proof that they are in compliance with the soccer goal policy they may email a picture of the locked goals in their proper location (as indicated below) to mburwell@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 it to mburwell@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.

I _____ am an authorized agent of _____ & agree to follow & communicate the above policy to all coaches & volunteers of _____.

I understand that failure to lock goals up properly will result in a fine.

Name: _____ Organization: _____ Title: _____

Signature: _____ Date: _____

Los Prados Field Guidelines

Any group(s)/organization(s) allocated the South or North General Fields/Practice Areas at Los Prados may not interfere with any practices or games permitted on the South or North Soccer Fields. Any interference by group(s)/organization(s) allocated the South or North General Fields/Practice Areas at Los Prados will have their permits immediately revoked. Groups utilizing the South or North General Fields/Practice Areas may not utilize goals (including portable goals). No games may be played on the South and North General Fields/Practice Areas and they may only be used for practices.

The parameters of the South & North General Fields/Practice Areas at Los Prados include the baseball diamond area up until the line as indicated by the attached diagram.

The allocation of the South and North General Fields/Practice Areas shall be considered a “pilot program” and the City of San Mateo reserves the right to terminate this pilot program at any time.

Any group(s)/organization(s) allocated the Middle Field at Los Prados may not interfere with any practices or games permitted on the South or North baseball fields. Soccer goal usage is prohibited for those allocated the Middle Field. No games may be played on the Middle Field and this area shall only be utilized for practice.

The parameters of the Middle Field at Los Prados are shown on the diagram. Although there are no specific field markers defining the Middle Field, any group allocated this space agrees to never interfere with those allocated the North and South baseball fields.

The North & South General Fields/Practice Areas will never be allocated to baseball when an organization has been allocated on the North &/or South Soccer Field(s) for safety reasons. The Middle Field will never be allocated when another organization has been allocated on the North &/or South Soccer Field(s) as these fields overlap.

Any organization found to be in violation of the guidelines above is subject to having their permit revoked.

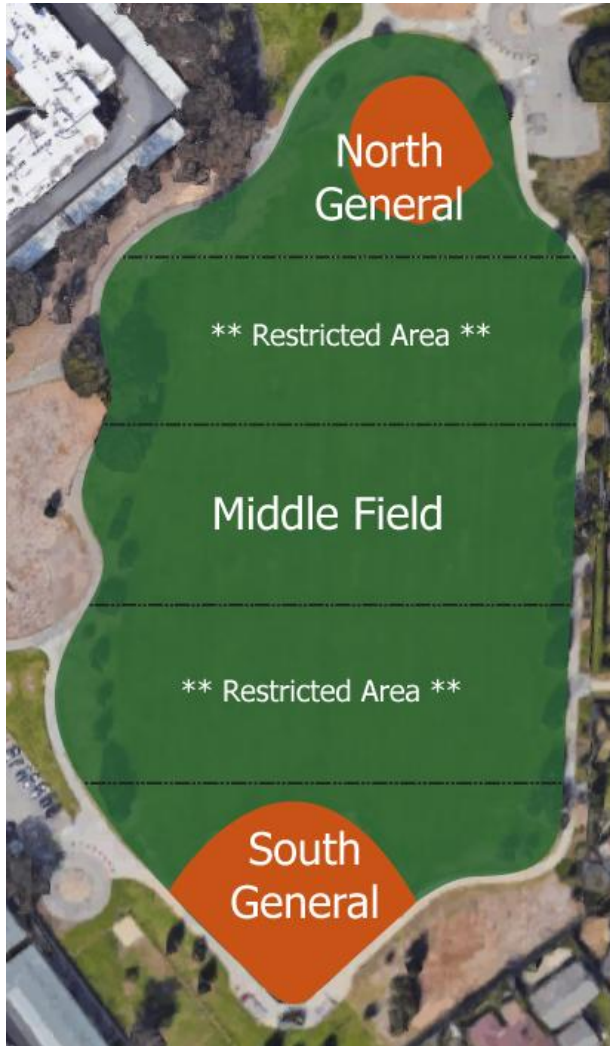
I understand and agree to abide by and enforce the guidelines stated above.

Organization: _____

President's Name: _____

President's Signature: _____

Date: _____



Dr. Martin Luther King, Jr. Field Guidelines

1. To establish policies and procedures governing the use of King Field.
2. To ensure that decisions regarding the use of City athletic fields and complexes are made with the best interests of the neighborhoods, sports organizations, and residents of San Mateo in mind.

King Field Allocation Time-Slot Guidelines

Weekdays

8am-3:30pm	Drop-in Usage / City Usage
4pm-6pm	Youth Organization / City Usage
6pm-8pm	Youth Organization Usage/City Usage
8pm-9:30pm	Drop-in Usage / City Usage

Saturdays

8am-6pm	Youth Organization / Drop-in Usage / City Usage
6pm-9:30pm	Drop-in Usage / City Adult Sports

Sundays

8am-2pm	Youth Organization / Drop-in Usage / City Usage
2pm-Dusk*	Drop-in Usage / Rental / City Usage

*No Lights on Sundays

Joint-Use Facility Seasons & Allocation Guidelines

Baseball Season runs from January 1st through July 30th. Soccer season runs from August 1st through January 31st. Whenever two organizations of the same Priority status but not the same sport request a joint use facility (one that is designed for multiple sports), the City shall allocate the field to the organization whose sport is “in-season.” The City recognizes that there are many other sports organizations representing a wide variety of sports that practice or play year-round. The City shall allocate fields to these organizations based upon their Priority and their “season.”

The Director of Parks and Recreation and/or his or her designee shall, at their discretion, provide the interpretation of the language in the Athletic Field Use and Allocation Policy. In the event there is a need to make administrative changes to address field use, City staff shall have the authority to make the necessary revisions.

The King Field usage serves as a guideline. The City reserves the right to adjust and deviate from this if it is in the best interest of the neighborhood, sports organizations, and City residents.

The City of San Mateo reserves the right to revoke, assess fines, impose fees, or terminate a field use permit of any individual or organization for a violation of any of these policies and procedures.

King Field

Allocation Divisions & Maps

Field 1 Soccer Whole

Entire 9 v 9 Soccer Field closest to N. Eldorado St.

Field 2 Soccer Whole

Entire 9 v 9 Soccer Field closest to N. Fremont St.

Field 1 Soccer North

Half the soccer field closest to East Santa Inez

Field 1 Soccer South

Half of the soccer field closest to the park

Field 2 Soccer North

Half the soccer field closest to East Santa Inez & N. Fremont St.

Field 2 Soccer South

Half the soccer field closest to King Recreation Center

11 v 11 Soccer Whole

Entire 11 v 11 Soccer field

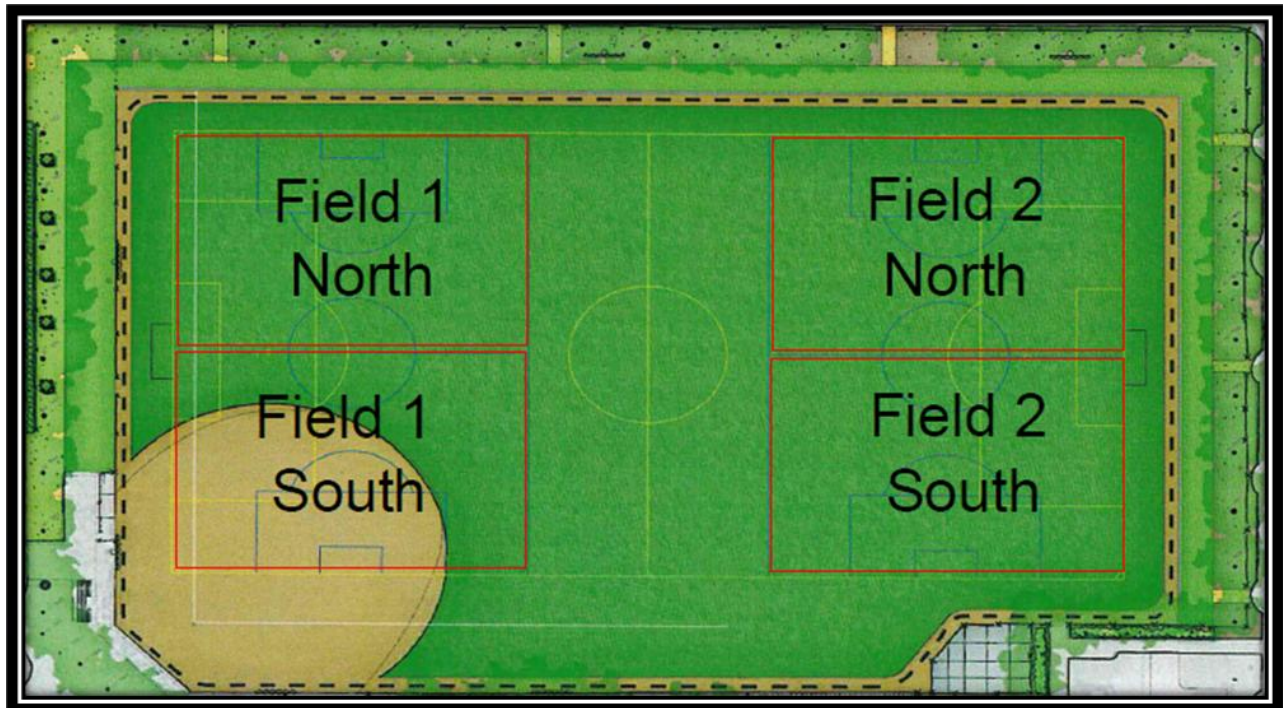
Baseball Diamond

To be used for 12U baseball only

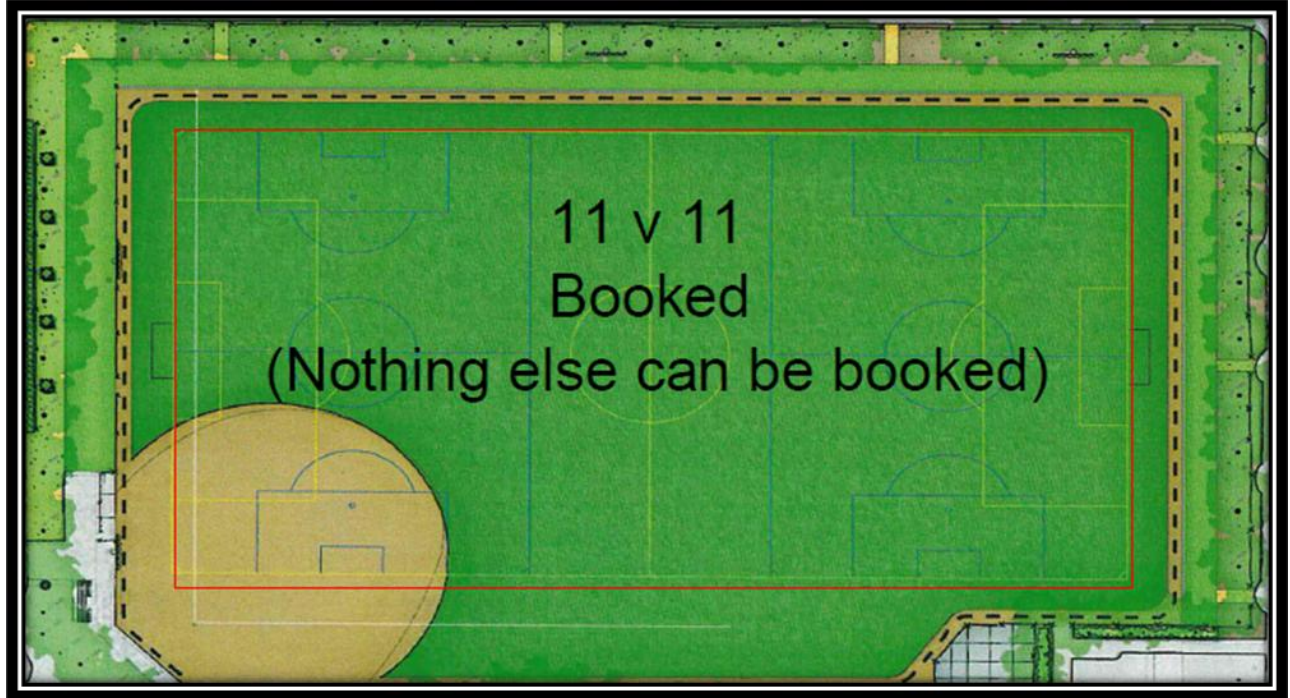
**Drop-In & Soccer (All-Seasons) &
Weekend Lay-out**



Soccer Season Weekday Lay-out



Soccer Season Weekday Lay-out



Baseball/Softball



XIII. Insurance Information

INSURANCE REQUIREMENTS FOR RENTAL OF FACILITIES

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages 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 CGL. 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.

SAMPLE ENDORSEMENT

POLICY NUMBER: XXXXXXXXX

**THIS ENDORSEMENT CHANGES THE POLICY,
PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS
(FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
AUTOMOBILE LIABILITY COVERAGE PART**

SCHEDULE

Name of Person or Organization:

The City of San Mateo, its elected and appointed officials, employees and agents are named as additional insured.

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.