

Town of Gilbert

# **GILBERT SPORTS COALITION**

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Membership Criteria,  
Policies & Operational



Second Edition  
NOVEMBER 30, 2010

**GILBERT SPORTS COALITION**

**TABLE OF CONTENTS**

Purpose.....	3
Membership.....	3
Facility Scheduling .....	4
Scheduling Priorities.....	5
Payment for Facility Use.....	7
Field Rental Fee & Light Fee Offsets.....	7
Vehicle Use in Parks.....	7
Tournament and Special Use Scheduling.....	8
Field Allocation Guidelines.....	8
Coalition Member Meetings .....	10
Code of Conduct and Ethics Standards.....	10
Insurance Requirements .....	11

**APPENDIX**

Appendix A – Membership Criteria.....	12
Appendix A-1 – Criteria Non-Compliance Timeline.....	13
Appendix B – Booking Timeline.....	15
Appendix C – Park Reservation Fee Schedule.....	16
Appendix D – Sports Field Light Fees.....	17
Appendix E – Membership Application & Review Process.....	18
Appendix F – Fees for Additional Services.....	20
Appendix G – Field Rental Fee and Light Fee Offset Application.....	21

## TOWN OF GILBERT

### GILBERT SPORTS COALITION

The Town of Gilbert (Gilbert), and its Community Services Department (CSD) recognizes that as the population increases, the demand for park facilities by its residents and organized youth and adult sports programs, is increasing as well. The Gilbert Sports Coalition (Coalition) will develop and foster relationships between Gilbert and its community sports groups (Members).

- **PURPOSE**

The purpose of the Coalition is for communication, coordination and cooperation among Gilbert departments, non-profit organizations, and for-profit sporting organizations, seeking to use public facilities for their sports programs. In addition, the Coalition shall be available to promote discussions with the three school districts (Gilbert Public Schools, Higley Unified, and Chandler Unified) and the cooperative use of their facilities.

The Coalition is open to all sports organizations to encourage the cooperative use of facilities within Gilbert. The Coalition further defines membership and priorities in scheduling public facilities under the management of Gilbert in this document. The Coalition shall help balance the requirements of organized sports organizations, especially those for youth, with the overall recreation requirements of the residents of Gilbert.

The day-to-day administration of the Coalition is performed by CSD staff. **Staff may be contacted at (480) 503-6200.** The Parks, Recreation and Library Advisory Board (Advisory Board) provides guidance and input to CSD staff, and also provides recommendations to the Gilbert Council. The Council has ultimate responsibility for the Coalition.

- **MEMBERSHIP**

Membership in the Coalition is open to any organization that complies with all the listed requirements as outlined in Appendix A on page 12. However, facility usage is based upon availability and to those Members that demonstrate that at least 80% of the participants being served by the program are municipal residents of Gilbert. Members shall present a clear and current copy of all registrants to allow for verification of their residential status.

All Members must be legally incorporated with the State of Arizona (Arizona Corporation Commission). To retain membership, all documents must be current with the State. Organizations desiring to become Coalition members should review the application procedures as listed in Appendix E on page 18.

Records must be maintained by every Coalition organization and provided to Gilbert upon request. Gilbert is authorized to conduct audits and independent reviews to assure accurate and timely information. Members will be required to appear before the Advisory Board once a year to verify compliance with the membership requirements. Members out of compliance will be required to remedy any deficiencies as specified in Appendix A-1 on page 13.

Listed below is a sample of documentation which may be requested by the CSD to ensure compliance. Each member shall submit to the town sufficient documentation to satisfy all of the membership requirements.

- 1) Arizona Corporation Commission documentation (to include the most recent annual report).
- 2) Copies of board meeting minutes (last 12 months).
- 3) Verification of non-profit status (as applicable).
- 4) Copy of organizational policies, rules, procedures, code of conduct/ethics, and regulations.
- 5) Copy of liability insurance (naming Gilbert as additional insured).
- 6) Original copies of all participant registration forms for staff review.

*Note: Additional documentation may also be required.*

- **FACILITY SCHEDULING**

All scheduling shall be done through the CSD staff. The first priority for scheduling is for Gilbert programs and facility maintenance requirements. See page 5 for scheduling priorities, Appendix C on page 16 for rental fees, and Appendix D on page 17 for sports field light fees.

**Note: Membership in the Coalition does not assure or guarantee facility availability.**

Members must complete a *Coalition Reservation Request Form* for facility bookings. It is expected Members shall schedule only those facilities which are needed, thereby freeing up facilities for other uses and other user groups. Members may request facility bookings for uses which may not be the same as the primary user group. For example, a Member may request that football or t-ball be scheduled on a soccer field.

CSD staff will review such requests, and assess potential adverse impacts (if any), prior to granting scheduling approval. It is expected that a Member shall release any booked facilities/fields as soon as it is known they will not be used. A minimum of five business days notice is required so the CSD staff can potentially schedule alternate uses for the available facility. If a Member consistently overbooks the facilities required for their use, the number of facilities available to them the following season will be reduced.

Fields require a certain amount of downtime during the year for proper maintenance. In conjunction with CSD staff, the maintenance schedule will be reviewed with the Coalition.

## COALITION SCHEDULING PRIORITIES

		Deposit	Field Rental	Light Fees
<b>1st PRIORITY</b>	Gilbert programs and field/facility maintenance	N/A	N/A	N/A

		Deposit	Field Rental	Light Fees
<b>2nd PRIORITY</b>	Groups with agreements	\$1,000	Appendix C	Appendix D

		Deposit	Field Rental	Light Fees
<b>3rd PRIORITY</b> (In descending order)	<p><b>3a.</b> Non-profit groups</p> <p><b>3b.</b> Youth programs (<i>under 19 years</i>)</p> <p><b>3c.</b> Persons conducting the sports activity for the organization are all volunteers, deriving no personal financial benefit. Organizations shall be all-volunteer with no paid board members, officers, coaches or program managers at the local level. No more than twenty percent (20%) of funds shall be spent on administrative expenses.</p> <p><b>3d.</b> "In-Season" play</p> <p><b>3e.</b> Group has a no-cut program. All players are accepted and play regardless of their skill level.</p> <p><b>3f.</b> Prior rental history with Gilbert or local school districts.</p> <p><b>3g.</b> Prior site history for "In- Season" play.</p> <p><b>3h.</b> Total number of registered participants for "In-Season" of play.</p>	N/A	Appendix C	Appendix D

*Note: See Appendix B on page 15 for the definition of "In-Season" and "Out-of-Season" facility uses.*

**ALL COALITION GROUPS MUST MAINTAIN A MINIMUM OF 80% OF PARTICIPANTS AS GILBERT RESIDENTS.**

**4th PRIORITY**  
(In descending order)

- 4a. Non-profit groups
- 4b. Youth programs (*under 19 years*)
- 4c. Organization is volunteer-based with no paid board members, officers, or program managers expending no more than twenty percent (20%) of funds on administrative expenses.
- 4d. Organization conducts an open registration process and offers a recreational program component.
- 4e. "In-Season" play
- 4f. Prior rental history (town or school districts)
- 4g. Prior site history in "Out-of-Season".
- 4h. Number of participants in "Out-of-Season".

Deposit	Field Rental	Light Fees
N/A	Appendix C	Appendix D

**5th PRIORITY**

- 5a. Non-profit groups
- 5b. Other non-profit organizations that offer youth programs (under 19 years of age).

Deposit	Field Rental	Light Fees
N/A	Appendix C	Appendix D

**6th PRIORITY**

- 6a. Competitive travel teams, "club" teams and/or commercial camps for youth.

**7th PRIORITY**

- 7a. Adult programs – (non-profit)

**8th PRIORITY**

- 8a. Youth programs - (for-profit)
- 9b. Adult programs - (for-profit)

**ALL COALITION GROUPS MUST MAINTAIN A MINIMUM OF 80% OF PARTICIPANTS AS GILBERT RESIDENTS.**

- **PAYMENT FOR FACILITY USE**

The fee schedule for facility use is listed in Appendix C on page 16. Payment of 50% of reservations for fields and lights must be made 30 days prior to the first reservation. Members will be billed monthly at the end of the month for the preceding month's use. The 50% down payment will be applied to rental use, prior to any additional billing.

See Appendix G on page 21 page for the *Field Rental Fees and Light Fees Offset* application. The application explains the complete terms and conditions for Offsets as approved by Council.

Use of certain Gilbert services, personnel, equipment, and/or supplies by Members will result in additional charges. See Appendix F on page 20 for a detailed listing. These items include, but are not limited to, the following:

- Portable toilets & sinks
- Dust abatement
- Additional trash cans
- Police Officers
- Traffic control devices (barricades, etc.)
- Emergency Medical (on-site)
- Additional field or facility preparation

All scheduling shall be done for a full season of the sport and shall be done by CSD staff. All scheduling shall be per the *Coalition Booking Timeline* as outlined in Appendix B.

All Members shall be able to schedule other Gilbert facilities (such as a meeting room at the Southeast Regional Library) to provide for enrollment (sign-ups) and for meetings, during normal facility hours. Priority 2 through Priority 5 Members will be able to do so at no rental charge, for up to four meetings per year. However, facility fees will apply for use outside of regular scheduled hours, for room set-ups (if staff does set-up), and for the use of designated equipment. The timeline for these facility bookings will be per the *Coalition Booking Timeline* (see Appendix B).

- **FIELD RENTAL FEE AND LIGHT FEE OFFSETS**

Gilbert Sports Coalition member organizations may formally apply to offset field rental and/or light fees by providing pre-approved services or goods to the Town of Gilbert. These services or goods must directly offset expenses incurred by Gilbert in maintaining the parks and recreation facilities. Each organization may earn a credit of up to \$10,000 per season, with a maximum credit of \$20,000 allowed on the books. Complete terms and conditions for Fee Offsets are outlined in Appendix G on page 21.

- **VEHICLE USE IN PARKS**

Members may not drive vehicles (cars, trucks, etc.) onto playing surfaces or into any park areas, except in public streets running through parks or within designated parking areas located upon the premises. Unless a different special limit is posted, a maximum speed of 15 miles per hour shall be in effect at all times in the parking lots and streets running through parks. Permission may be granted for members to utilize "gator" or ATV type utility vehicles to deliver equipment and supplies to sports fields. This permission must be received in writing prior to each season of play from the Director. Approved vehicles will receive a placard identifying access dates, areas, etc.

- **TOURNAMENT AND SPECIAL USE SCHEDULING**

Members may request additional facilities to host a special tournament or special event for their organization. These special requests must be submitted on a separate field request form, and shall follow the same booking time-line which is used for regular facility requests which is January 2<sup>nd</sup> for the fall, and June 1<sup>st</sup> for the spring. See Appendix B on page 15 for booking timeline details.

Members must also fill out a Tournament Application Packet or Special Reservation Packet. Packets will be provided to the Members by the CSD staff upon request. Packets can be requested by calling (480) 503-6200. The packets can also be accessed on-line at [www.gilbertaz.gov](http://www.gilbertaz.gov). Additional Tournament and/or Special Reservation fees will apply to these special use activities.

- **FIELD ALLOCATION GUIDELINES**

In order to maximize field use, and to provide equitable facilities for each of the qualified member organizations, Gilbert has developed the following field usage criteria for activities.

**General Issues:**

- 1) Sub-leasing facilities, private lessons, or for-profit activities shall not be conducted at facilities during any Member allocated time.
- 2) All facility booking changes must be made a minimum of five business days in advance.
- 3) Facility use will only occur after furnishing proof of insurance.
- 4) Inter-League Play Criteria (12 years and up divisions only)
  - a. 80% minimum Gilbert residents on the Gilbert team.
  - b. At least one team on the field must be a Gilbert team.
  - c. Equal field exchange – The use of other jurisdiction’s fields must be utilized the same amount as the Gilbert fields.
  - d. Games only - no practices are permitted by non-member leagues or teams.
  - e. Schedules are required before the start of games.

**Little League Guidelines:**

- 1) Younger age leagues (T-ball and Coach Pitch or 5-8yrs) are only to use lighted fields after older participants (Minors, Majors, and Junior/Senior leagues) are scheduled in order to maximize the availability of lights for those levels of play.
- 2) All organizations are requested to schedule a minimum of four games and/or practices during the day on Saturday. (Holiday and irrigation are the exceptions.) Groups whose schedules only reflect Saturday night games must present proper justification to receive an exception.
- 3) There shall be a maximum of 16 league games per division.

## **Fall Baseball & Softball Guidelines:**

- 1) Baseball & Softball activities will be scheduled after soccer and football have been allocated.
- 2) Lighted fields will only be available as officially scheduled by the league for developmental games or practices.

## **Soccer & Football General Guidelines:**

- 1) There shall be a maximum of 10 league games per division.
- 2) No more than four teams will be allocated a single field per time slot.
- 3) Leagues not having sufficient fields to meet the ratio will be allocated additional fields, if availability permits.

### **Soccer**

The following formula guidelines will be utilized when requesting space and will be verified for field use.

#### *Games*

- U6 teams - 4 teams per field per 1 hour
- U8 team - 3 teams per field per 1 hour
- U10 & U12 – 2 or 3 teams per field per 1.5 hour
- U14 & Up – 2 teams per field per 2 hours

#### *Practice*

- U6 teams - 8 teams per field per 1 hour
- U8 team - 6 teams per field per 1 hour
- U10-U12 - 4 teams per field per 1.5 hours
- U14 and up – 2 or 3 teams per field per 2 hours

*Note: Space will be assigned according to the formula if available. Formula is based on multi-use/soccer fields. Allocation may change if groups utilize outfield space, etc.*

### **Football**

The following formula shall be used when requesting space and will be verified for field use.

- Outfield space: 1 or 2 teams per field for practice
- Full-size soccer field: 2 or 3 teams per field for practice
- Football/multi-use field: 2 teams flag, 1 or 2 teams tackle for practice
- Football field: 2 teams per field, per 1.5 hour time slot for games

- **COALITION MEMBER MEETINGS**

Coalition meetings will be held a minimum of twice per year, with notices sent to each Member. Each Member will identify three representatives who will receive meeting notices on behalf of the Member organization. These representatives (contact persons) will be notified via e-mail by CSD staff prior to upcoming meetings. The CSD Director shall serve as presiding officer of all meetings of the Coalition. All Members are required to send a representative to Coalition meetings.

- **CODE OF CONDUCT AND ETHICS STANDARDS**

Coalition members shall work together for the benefit of the community and have a positive history of successful activities with CSD staff and the Advisory Board. Members shall offer opportunities to teach values like caring, honesty, respect and responsibility, and help improve self-esteem of the youth. Sportsmanship should be stressed throughout, with volunteers and board members setting the highest standards. Negative or inappropriate actions, including slander and libel, shall be unacceptable with Coalition Members and their volunteers, executive directors and board members.

This code of conduct includes, but is not limited to, participants, spectators, coaches, referees, officials, volunteers, directors, board members, parents, and guardians.

PART A: Minimum Conduct of Conduct requirements:

1. Emphasis is placed on character-building and ethics for sports participants.
2. All sports programs shall enhance the mental, social and moral development of the participants and teach them positive life skills.
3. All participants, spectators, coaches, volunteers, directors, board members, etc. must conduct themselves, on and off the field, as positive role models who exemplify good character and socially responsible behavior.
4. All sports groups must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter, of the rules.
5. Abusive behavior of any type, to include profanity or offensive language, will not be tolerated. Public actions such as slander and libel, or conduct intended to humiliate or intimidate (emotionally, physically, or verbally) will not be tolerated.
6. Participants must not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
7. All sports groups are responsible for monitoring, acting upon, and resolving code of conduct complaints within their respective organizations.
8. All laws, park rules, regulations and Gilbert ordinances must be adhered to at all times.

PART B: Following are additional Coalition ethical expectations, which are based on the Arizona Sports Summit Accord:

1. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the six pillars of CHARACTER COUNTS!<sup>SM</sup> - Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship.
2. It is the duty of sports leadership (including coaches, board members, parents and game officials) to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these ethical principles.
3. Sports programs shall be conducted in a manner that enhances the mental, social and moral development of Gilbert youth and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in sport programs is a privilege, not a right. To earn that privilege, all participants must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. Members should establish standards for participation by adopting codes of conduct for coaches, athletes, parents, spectators and anyone else that impact the quality of the member's programs.
6. All sports participants must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter, of the rules.
7. The members' leadership, at all levels, shall ensure that coaches, whether paid or voluntary, are competent to coach. Minimal competence may be attained by training or experience. It includes basic knowledge of:
  - The character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising of sportsmanship and good character.
  - First-aid principles and the physical capacities and limitations of the age group coached.
  - Coaching principles and the rules and strategies of the sport.

Consequences of Failure to Comply with the Code of Conduct and Ethics Standards:

The implementation, distribution, monitoring, and enforcement of the code of conduct and ethics standards as outlined above are considered a stipulation of an organization's use of Gilbert facilities. Failure to comply with the code of conduct, ethics expectations, or failure to comply with any law, park rule, regulation, ordinance, or reasonable staff direction related to the use of Gilbert facilities, will result in the suspension of facility use privileges. Organizations in violation will have 24 hours to remedy the non-compliance issue to the satisfaction of the Gilbert Community Services Department Director or designee.

• **INSURANCE REQUIREMENTS**

General liability insurance must be provided naming Gilbert as "additional insured." Minimum coverage limits are \$1 million per occurrence, with \$2 million general aggregate. Further insurance information may be obtained by contacting CSD staff at (480) 503-6200. (*Note: Insurance requirements are subject to change.*)

## APPENDIX A

### GILBERT SPORTS COALITION – MEMBERSHIP CRITERIA

Any organization desiring membership, or to maintain membership in the Gilbert Sports Coalition, must meet the following eligibility requirements, and must provide verification of compliance with the following criteria:

- A. An organizational structure that includes a formal board, commission, or governing body and is headed by a league president, director or executive officer.
- B. At least half (50% or more) of the board, commission, or governing body must be Gilbert residents.
- C. Organizational meetings which are held on a regular basis with written minutes of those meetings.
- D. Must have written operating guidelines in place in the form of bylaws, rules, regulations, and/or written organizational operating policies and procedures.
- E. Maintain compliance with all Arizona Corporation Commission (ACC) requirements such as annual report filings, changes of address, and changes in officers, etc. Groups must not have their non-profit corporation status revoked or “administratively dissolved” by the ACC.
- F. Attendance by a Member representative is required at all Coalition meetings.
- G. Maintain organizational financial statements, records, budgets and/or ledgers consistent with generally accepted accounting principles.
- H. Maintain and provide proof of insurance types and levels required by the Town of Gilbert. (See page 7 for insurance requirements.)
- I. Participants must not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
- J. Non-profit Members shall be all-volunteer with no paid board members or officers at the local level. 80% of all funds shall be spent on youth programs. 80% of participants must be municipal residents of Gilbert.
- K. Members shall have enough participants to form multiple teams to allow for league play.
- L. Each Member shall have an approved, written code of conduct, and will abide by it.
- M. Free admission for spectators.

*Note: Membership in the Coalition does not assure or guarantee facility availability.*

## APPENDIX A-1

### GILBERT SPORTS COALITION CRITERIA NON-COMPLIANCE TIMELINE

Compliance with membership criteria (as outlined in Appendix A) is required of all Coalition Members. Depending on the specific membership criteria item not in compliance, one of four timelines to achieve full compliance will apply.

- **IMMEDIATE (24 HOURS)** – to remedy non-compliance for the following criteria:
  - H. Maintain and provide proof of insurance types and levels required by the Town of Gilbert. (See page 11 for insurance requirements.)
  - I. Participants must not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
  - L. Each Member shall have an approved, written code of conduct, and will abide by it.
  - M. Free admission for spectators.
  
- **10 DAYS** – to remedy non-compliance for the following criteria:
  - C. Organizational meetings which are held on a regular basis with written minutes of those meetings.
  - F. Attendance by a Member representative is required at all Coalition meetings.
  - K. Members shall have enough participants to form multiple teams to allow for league play.
  
- **90 DAYS** – to remedy non-compliance for the following criteria:
  - E. Maintain compliance with all Arizona Corporation Commission (ACC) requirements such as annual report filings, changes of address, and changes in officers, etc. Groups must not have their non-profit corporation status revoked or “administratively dissolved” by the ACC.

*Non-compliance timeline continued on next page.*

## APPENDIX A-1

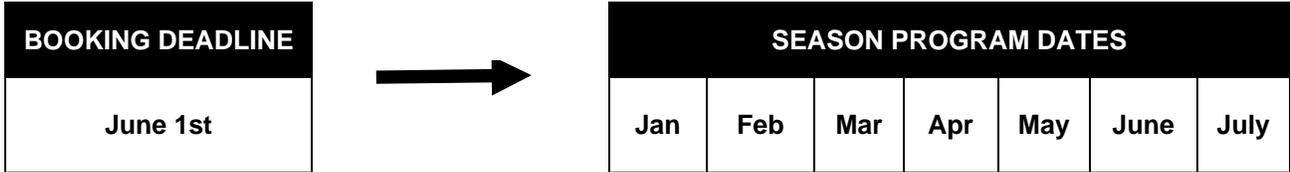
- **PRIOR TO NEXT SEASON – Non-compliance must be remedied prior to the Member’s next season facility booking for the following criteria:**
  - A. An organizational structure that includes a formal board, commission, or governing body and is headed by a league president, director or executive officer.
  - B. At least half (50% or more) of the board, commission, or governing body must be Gilbert residents.
  - D. Must have written operating guidelines in place in the form of bylaws, rules, regulations, and/or written organizational operating policies and procedures.
  - G. Maintain organizational financial statements, records, budgets and/or ledgers consistent with generally accepted accounting principles.
  - J. Non-profit Members shall be all-volunteer with no paid board members or officers at the local level. 80% of all funds shall be spent on youth programs. 80% of participants must be municipal residents of Gilbert.

\* \* \* \* \*

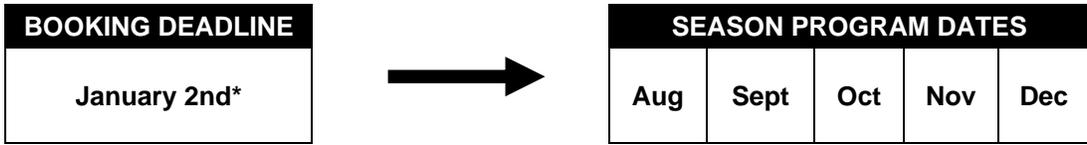
Members out of compliance with membership criteria are subject to being placed on probationary status. Probationary Members who fail to remedy deficiencies in a timely manner (as outlined above) risk the loss of Coalition membership. Loss of membership will result in Coalition privileges being revoked. (Coalition privileges include priority scheduling.)

**APPENDIX B**

**GILBERT SPORTS COALITION – BOOKING TIMELINE**



Schedules may be submitted prior to the deadline of **June 1st**.  
 Schedules for **January through July** will be approved by staff by **June 15th**.



Schedules may be submitted prior to the deadline of **January 2nd**.  
 Schedules for **August through December** will be approved by staff by **January 15th**.

*\* January 2nd or first business day of January*

Note: Membership in the Coalition does not assure or guarantee facility availability.

\* \* \* \* \*

**“In-Season and “Out-of-Season” Defined**

“In- Season” is defined as a period of time of five (5) months or less in which a Member conducts their primary season of play. Members may identify which period they wish to define as “In-Season” for their organization. Facility bookings outside this self-declared five month period are considered “Out of Season” and are subject to the scheduling priorities as listed on page 5.

Members desiring to change “In-Season” play are subject to a full “annual cycle” prior to implementation. For example, if a Member in January 2011 wants to change their “In-Season” from the Spring to the Fall, that change would take effect in the fall of 2012.

**APPENDIX C**

*Resolution  
No. 2672*

**Town of Gilbert  
PARK RESERVATION FEE SCHEDULE**

FACILITY	Category I	Category II & III		Category IV		Category V	
	Town	Non Profit & Sports Coalition		Private		Commercial	
		Resident	Non Res.	Resident	Non Res.	Resident	Non Res.
<b>Small Ramadas:</b> <i>(1 - 4 tables)</i>	No Charge	\$10.00 hr.	\$15.00 hr.	\$15.00 hr.	\$22.50	\$20.00 hr.	\$30.00 hr.
<b>Medium Ramadas:</b> <i>(5 - 7 tables)</i>	No Charge	\$15.00 hr.	\$22.50 hr.	\$20.00 hr.	\$30.00 hr.	\$25.00 hr.	\$37.50 hr.
<b>Large Ramadas:</b> <i>(8+ tables)</i>	No Charge	\$20.00 hr.	\$30.00 hr.	\$25.00 hr.	\$37.50 hr.	\$35.00 hr.	\$52.50 hr.
<b>Open Picnic Areas:</b> <i>(Per table charge)</i>	No Charge	\$3.00 table	\$4.50 table	\$3.00 table*	\$4.50 table	\$5.00 table	\$7.50 table
<b>Ramada Groupings</b> <i>(McQueen Park only)</i>	No Charge	\$20.00 hr.	\$30.00 hr.	\$25.00 hr.	\$37.50 hr.	\$35.00 hr.	\$52.50 hr.
<b>Basins and Soccer Fields:</b>	No Charge	\$7.00 hr.	\$10.50 hr.	\$10.00 hr.	\$15.00 hr.	\$12.00 hr.	\$18.00 hr.
<b>Ballfields:</b>	No Charge	\$7.00 hr.	\$10.50 hr.	\$10.00 hr.	\$15.00 hr.	\$12.00 hr.	\$18.00 hr.
<b>Prep. Fee:</b> <i>(One-time per field)</i>	No Charge	\$30.00	\$45.00	\$35.00	\$52.50	\$40.00	\$60.00
<b>Lights:</b> <i>(30 minute min.)</i>	No Charge	\$12.00 hr.	\$18.00 hr.	\$18.00 hr.	\$27.00 hr.	\$24.00 hr.	\$36.00
<b>Sand Volleyball, Basketball and Tennis Courts:</b>	No Charge	\$4.00 hr.	\$6.00 hr.	\$7.00 hr.	\$10.50 hr.	\$11.00 hr.	\$16.50 hr.
<b>Amphitheater:</b>	No Charge	\$15.00 hr.	\$22.50 hr.	\$25.00 hr.	\$37.50 hr.	\$45.00 hr.	\$67.50 hr.
<b>Page Park Pavilion:</b>	No Charge	\$15.00 hr.	\$22.50 hr.	\$25.00 hr.	\$37.50 hr.	\$45.00 hr.	\$67.50 hr.

**Fee Note:** The private rate for open picnic table rentals is the same rate as Category II & III per Council action.  
**Admin. Fee:** A \$25.00 admin. fee will be applied beginning with the third change on a park reservation. (Non-Coalition only)  
**Special Fees:** Special fees and surcharges may be assessed to recoup costs and expenses incurred by the Community Services Department as a result of providing primarily exclusive benefits to an individual or group.

## APPENDIX D

### SPORTS FIELD LIGHT FEES

<u><b>Crossroads Park</b></u>	<u>Non-Profit &amp; Coalition Hourly Rate</u>	<u>Private Hourly Rate</u>	<u>Commercial Hourly Rate</u>
Ball Field 1	\$12.00	\$18.00	\$24.00
Ball Field 2	\$12.00	\$18.00	\$24.00
Ball Field 3	\$12.00	\$18.00	\$24.00
Ball Field 4	\$12.00	\$18.00	\$24.00
Soccer Field 1	\$12.00	\$18.00	\$24.00
Soccer Field 2	\$12.00	\$18.00	\$24.00
Soccer Field 3	\$12.00	\$18.00	\$24.00
<u><b>McQueen Park</b></u>			
Ball Field 1	\$12.00	\$18.00	\$24.00
Ball Field 2	\$12.00	\$18.00	\$24.00
Ball Field 3	\$12.00	\$18.00	\$24.00
Ball Field 4	\$12.00	\$18.00	\$24.00
Ball Field 5	\$12.00	\$18.00	\$24.00
Ball Field 6	\$12.00	\$18.00	\$24.00
Ball Field 7	\$12.00	\$18.00	\$24.00
Ball Field 8	\$12.00	\$18.00	\$24.00
<u><b>Freestone Park</b></u>			
Ball Field 1	\$12.00	\$18.00	\$24.00
Ball Field 2	\$12.00	\$18.00	\$24.00
Ball Field 3	\$12.00	\$18.00	\$24.00
Ball Field 4	\$12.00	\$18.00	\$24.00
<u><b>Discovery Park</b></u>			
Ball Field 1	\$12.00	\$18.00	\$24.00
Ball Field 2	\$12.00	\$18.00	\$24.00
Ball Field 3	\$12.00	\$18.00	\$24.00
<u><b>Soccer Complex</b></u>			
Soccer Field A-1	\$12.00	\$18.00	\$24.00
Soccer Field A-2	\$12.00	\$18.00	\$24.00
Soccer Field A-3	\$12.00	\$18.00	\$24.00
Soccer Field A-4	\$12.00	\$18.00	\$24.00
Soccer Field B-1	\$12.00	\$18.00	\$24.00
Soccer Field B-2	\$12.00	\$18.00	\$24.00
Soccer Field C-3	\$12.00	\$18.00	\$24.00
Soccer Field C-4	\$12.00	\$18.00	\$24.00
<i>Add 50% for non-residents. Lights may be booked in 30 minute intervals.</i>			



APPENDIX E

GILBERT SPORTS COALITION MEMBERSHIP APPLICATION

Note: Membership in the Coalition does not assure or guarantee facility availability.

Organization Name \_\_\_\_\_ Non-Profit \_\_\_ Yes \_\_\_ No
Contact Person \_\_\_\_\_ Phone (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
E-Mail \_\_\_\_\_ How long has the organization existed? \_\_\_ yrs.

References: Please provide contact names and phone numbers for other communities or locations where your sports organization has previously rented or booked facilities.

Location \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_
Location \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

Please answer the following questions about your sports organization. Attach support documentation as indicated below. Explain any "NO" answers on page 2.

- A. Does your organization have a formal board, commission, or governing body, and is it headed by a league president, director or executive officer?
B. Is at least half (50% or more) of your board, commission, or governing body comprised of Gilbert municipal residents?
C. Do you hold regular organizational meetings with written minutes?
D. Do you have written operating guidelines, bylaws, rules, regulations, and/or written organizational operating policies and procedures?
E. Are you in compliance with all Arizona Corporation Commission (ACC) requirements, such as annual report filings, changes of address, and changes in officers, etc?
F. Will a representative of your organization attend all Coalition meetings?
G. Are your organization's financial statements, records, budgets and/or ledgers consistent with generally accepted accounting principles?
H. Are you able to provide insurance, naming Gilbert as "additional insured"?
I. Do you ensure that participants are not discriminated against, or denied involvement, as specified under state and federal civil rights laws?
J. If a non-profit organization, is your board all volunteers, with no paid board members or paid officers at the local level?

**Gilbert Sports Coalition  
Membership Application – Page 2**

- a) Will a minimum of 80% of all funds be spent on youth programs?      \_\_\_ Yes      \_\_\_ No
- b) Are 80% of your participants municipal residents of Gilbert?      \_\_\_ Yes      \_\_\_ No
- K. Do you have enough participants to form multiple teams to allow for league play?      \_\_\_ Yes      \_\_\_ No
- L. Do you have a written code of conduct, and do you abide by it? *(Attach a copy of your Code of Conduct)*      \_\_\_ Yes      \_\_\_ No
- M. Will admission for spectators be free?      \_\_\_ Yes      \_\_\_ No

Explain any “NO” answers to the application questions here. Indicate the question number with each explanation. (Attach additional sheets if needed)

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I certify the information provided on this application, and in the supporting documentation, is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

\*      \*      \*      \*      \*      \*      \*      \*

**APPLICATION REVIEW PROCESS**

Upon receipt of a completed membership application, Community Services Department staff will review the membership request. Organizations which upon preliminary review appear to meet all qualifying criteria will be invited to meet with staff to review the application material, and to discuss any other possible factors which may impact eligibility. These factors may include facility use history with Gilbert, or other communities. Additional documentation may be requested to verify membership eligibility. Upon the recommendation of the Director of the Community Services Department, an applying organization determined by staff to meet all membership criteria will have their membership request forwarded to the Parks and Recreation Advisory Board for consideration. *Note: Membership in the Coalition does not assure or guarantee facility availability.*

STAFF USE ONLY

Application Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

## APPENDIX F

### FEEES FOR ADDITIONAL SERVICES

Use of certain Gilbert services, personnel, equipment, and/or supplies by Members will result in charges. These items include, but are not limited to, the following:

**Portable toilets:**

Regular	\$80.00 for 1-7 days, without service
Accessible (ADA)	\$85.00 for 8-30 days, with four services
Delivery & Pickup	\$25.00 for first unit, \$5.00 for each additional unit

**Additional trash cans:**

\$9.00 per 90 gallon container, per day

**Roll-Off waste containers:**

(10, 20 & 40 yard containers)

\$25.00 delivery charge  
\$120.00 pickup fee per container  
\$30.00 per ton

**Traffic control devices:**

(A-frames, single pedestal)

\$.50 each with light, \$.35 each without light  
Flagging - \$36 for 12" x 9" x 60'

**Police officer(s):**

Market rate

**Emergency Medical (on-site):**

Market rate

**Additional field/facility preparation**

\$25.00 per hour with a 2 hour minimum.  
Example: All star or regional tournament field preparation and includes turf edging, pitching mound rebuild, and turf edges groomed.

**Field Sod Replacement:**

\$.39 per sq. foot (installed at 100 sq. ft. minimum)

**Dust abatement:**

2,000 gallon water truck - \$369.00 day with a one day minimum, plus to cost of the operator.

4,000 gallon water truck - \$422.00 day with a one day minimum, plus cost of the operator.

*Fees subject to change or revision without notice.*

APPENDIX G

**Gilbert Sports Coalition  
Rental Fee or Light Fee Offset Application**

Gilbert Sports Coalition member organizations may formally apply to offset field rental and/or light fees by providing pre-approved services or goods to the Town of Gilbert. **These services or goods must directly offset expenses incurred by Gilbert in maintaining the parks and recreation facilities.** Each Organization may earn a credit of up to \$10,000 per season, with a maximum credit of \$20,000 allowed on the books.

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address \_\_\_\_\_

1- Eligibility:

- a. Only members of the Gilbert Sports Coalition may apply to do rental fee or light fee offsets within the Town.
- b. Coalition Members must be in good standing with the Town of Gilbert.
- c. Projects must be pre-approved by the Community Services Director before the work is started.
- d. All projects are subject to be used by other park users and must have minimal or no extra maintenance costs associated with the project.

2- Guidelines:

- a. Coalition Members may earn credit up to \$10,000 per season.
- b. No advanced credit will be given.
- c. Credits have no cash value. No refunds for credited service or projects.
- d. Credit cannot be transferred to another member of the Gilbert Sports Coalition.
- e. Each Coalition member will be allowed to carry a maximum of \$20,000 credit on their account.
- f. Projects may require additional insurance. The Coalition group will be responsible for obtaining the additional insurance.
- g. Credit will only be applied once the project is complete.

3- Timeline:

- a. To ensure “offset” requests are fully reviewed and processed prior to upcoming seasons of play, it is highly recommended that Coalition organizations submit these requests on the same timeline as field booking requests (January and June). Requests will be accepted at other times of the year, but reviews and processing will be done on a first come basis, and approval timelines can’t be guaranteed to occur within a current season of play.
- b. Coalition members must submit to Gilbert a detailed “project” timeline once the project is approved.

4- Project Proposal:

- a. Indicate below the project(s) that you want to submit. Please include project name, scope of work to be completed, timeline and the estimated value of the project. (attach additional sheet if needed)

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5- Committee Review:

- a. Once the application is received, the project will be reviewed by a committee. The committee may request more information before making a final decision.

6- Agreement:

- a. Once the committee has approved the project, the Director of the Community Services department will provide an agreement to be signed by the Gilbert and an authorized representative of the Coalition group submitting the application.

Examples of potential projects:

- 1) Concrete work (to include demolition & replacement)
- 2) Fence repair
- 3) Purchase infield mix
- 4) Purchase sod
- 5) Purchase fertilizer
- 6) Purchase shading
- 7) Litter pick-up on Town trails
- 8) Weed removal
- 9) Light upgrades
- 10) Purchase bleachers
- 11) Replacement of storm damaged or dead trees
- 12) Equipment replacement
- 13) Volunteering at Town sponsored events

Submit completed application to: [Brent.Taysom@gilbertaz.gov](mailto:Brent.Taysom@gilbertaz.gov) or Fax 480-503-6204