



Wilsonville Parks and Recreation - Field Allocation Policy

The Wilsonville Parks and Recreation Department recognizes that sports are an important component of fostering healthy lifestyles and that field availability is necessary for sports organizations. The purpose of this policy is to outline the allocation procedures for the permitted use of City-managed athletic fields. Due to the limited number of fields available, the Department has established criteria for allocation and use. The Department will grant priority to organizations serving Wilsonville residents and will monitor proper use of allocations and permits.

The City has experienced tremendous growth in sports including new sports organizations and greater participation within organizations. The Department has experienced an increased demand for the use of City athletic fields and finds it necessary to emphasize reserving only the fields your organization will utilize and working together in the use of all athletic fields among all sports organizations.

Residency:

To qualify for resident rates for sport field usage, the organization must have a permanent Wilsonville address or teams/groups playing on the Memorial Park fields must be comprised of at least 70% Wilsonville residents (participant rosters required).

Field Allocation Priority:

Category 1: City-Sponsored Programs and Events

Category 2: West Linn-Wilsonville School District Activities

Category 3: Resident Sport Organizations - practices, games and tournaments

- I. In-Season Sports
 - a. Youth
 - b. Adult
- II. Out-of-Season Sports
 - a. Youth
 - b. Adult

Category 4: Resident Groups (includes non-profits and businesses) - tournaments

Category 5: Non-Resident Sport Organizations and Groups - tournaments

Category 6: Non-Resident Sport Organizations - practices and games

- I. In-Season Sports
 - a. Youth
 - b. Adult
- II. Out-of-Season Sports
 - a. Youth
 - b. Adult

Category 7: Private rentals, one-time use and limited duration rentals

Seasons:

Spring (March-June): Baseball, Softball, Lacrosse, Rugby

Summer (June-August): Adult Sports

Fall (August-November): Soccer

Any overlap between seasons will need to be worked out by participating organizations.

Resident Sport Organization Field Allocation Formula:

Fields will be allocated to organizations based on the percentage of verifiable Wilsonville residents who are registered with that organization and will be playing on the Memorial Park fields, in relation to the total number of all registered Wilsonville residents in all organizations providing an “in-season” sport for that season.

The total number of all Wilsonville residents registered in all organizations within that season will then be determined. Each organization’s resident number will be divided by the total of all Wilsonville residents registered to determine the percentage of use to be allocated to each group.

Example: Baseball Group A has 350 Wilsonville residents; Baseball Group B has 200 Wilsonville residents. The total local residents registered in both organizations is 550. 350 divided by 550 equals 64%. Group A would receive up to 64% of the field time available. 200 divided by 550 equals 36%. Group B would receive up to 36% of the field time available for that season.

Verification of local residency will be established by providing the City with team rosters or organizational participant lists that include player addresses. Notations may be made for children who live outside of the City but attend a Wilsonville school.

Use of Reserved Fields:

If an allocated field(s) is not utilized by the designated organization a total of three times, the field(s) may be reassigned. Organizations will be notified by City staff when it has been determined that a field is not being used. The team or organization will be billed and the fields will be reassigned.

Tournaments:

Wilsonville Parks and Recreation has an interest in attracting tournaments to the community with a goal to balance local play with attracting out of town visitors. Given the high demand and limited availability of Memorial Park, tournament priority is given to resident sport organizations.

Tournament reservations will follow the field allocation priority.

Requests for tournaments will be accepted beginning in January of each year and a Memorial Park Tournament Application must be submitted (fees to be paid once field space availability is confirmed). Applicant must prioritize tournaments, if requesting more than one tournament. Confirmation/Denial of tournament request will be made no later than March 1 of each year.

Tournament requests are submitted separately from practice and game allocations.

Sport organization representatives have the opportunity to resolve conflicts at the annual field allocation night. If organizations cannot come to an agreement, fields will be allocated by City staff.

Gender equity principles apply to all allocations. Girls and boys shall have equal access to allocations.

Wilsonville Parks and Recreation may make changes to the Sport Organization Field Allocation Policy, at its sole discretion, when conditions warrant.