



Fairfax County Field Allocation Policy:

Community Use of Fairfax County Athletic Fields Policy and Procedures



Adopted November 17, 2008
Effective Spring 2009

Updated March 2015



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Table of Contents

I.	Purpose.....	3
II.	Scope of Authority.....	3
III.	Definition.....	3
IV.	Limitations on Facility Use.....	5
V.	Eligibility Requirements.....	6
VI.	Application Requirements.....	8
VII.	Order of Field Scheduling.....	8
VIII.	Allocation of Field Time.....	9
IX.	General Permit Requirements.....	14
X.	Tournaments.....	14
XI.	General Rules and Regulations Governing Use of Athletic Fields.....	15
XII.	Denials and Terminations.....	17
XIII.	Fees.....	18
XIV.	Allocation Review Process.....	18

I. Purpose

- A. This document establishes the policies and procedures that govern allocation and use of Fairfax County athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of Fairfax County public athletic fields and the process used to allocate and schedule fields, athletic leagues/organizations, individuals, groups and corporate applicants.
- B. Two assumptions formed the basis for the development of the policy. First, the rules for scheduling enable the largest number of county residents to have access to public athletic fields. Second, the field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

- A. The Fairfax County Department of Neighborhood and Community Services (NCS) shall implement the policy, comply with these regulations, and provide equal access to these facilities in accordance with the requirements of the allocation policy.
- B. The NCS director has the authority to make changes to the allocation formula, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the NCS director has the authority to deny or terminate the use of a field to any person or organization at any time, and/or to impose a penalty, to include but not limited to forfeiture of permits, for any user, group, or organization not complying with this policy and its rules and regulations. The inclusion in the scheduling process of field amenities (to include but not limited to the type of playing surface) will be at the discretion of the NCS director, in consultation with Fairfax County Park Authority, Fairfax County Public Schools or Northern Virginia Regional Park Authority as appropriate, and subject to any memoranda of understanding or community use agreements.
- C. The Fairfax County Athletic Council (FCAC), acting as a Board of Supervisors-appointed community representative, shall recommend policy, procedural, and planning guidance to the FCPA, FCPS, and NCS and review usage conflicts and make recommendations for resolution. At least once every five years, the FCAC shall review the policy and identify needs for updates and changes based upon the current usage environment.
- D. All FCPA and FCPS policies apply as appropriate to scheduling of fields. These policies can be found at the following links:
FCPA: [FCPA Permits](#), [FCPA Facility Rentals](#)
FCPS: [FCPS Athletic Facility Scheduling](#)

III. Definitions

- A. Acronyms:
 - 1. FCAC – Fairfax County Athletic Council
 - 2. FCPA – Fairfax County Park Authority
 - 3. FCPS – Fairfax County Public Schools
 - 4. NCS– Fairfax County Department of Neighborhood and Community Services
 - 5. NVRPA – Northern Virginia Regional Park Authority
 - 6. BOS – Board of Supervisors
- B. Adult Sports: Groups of players 19 years of age or older, who participate in athletic competition with other adults.
- C. Amenities: Lights, irrigation, bleachers, playing surface, concessions, indoor restrooms, etc.
- D. Applicant: Any sports organization, group of teams, or individual formally requesting

community use of Fairfax County public athletic fields.

- E. Athletic Field Sports: Any sport that is played on a field configured for the requirements of the particular sport.
- F. Athletic League/Organization: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.
- G. Business Activity License: A business activity license is a permit issued by FCPA giving permission for any activity that uses FCPA property for the purpose of generating revenue, including but not limited to selling items such as concessions or merchandise, collecting fees for an event, requesting/soliciting donations and holding classes or camps.
- H. Certified Athletic League/Organization (CAO): An organization that has submitted the required organizational documentation to and verified by NCS. CAO status will be reviewed every two years.
- I. Designated Contact: Single primary contact for each applicant sport that deals with field applications and assignments for that sport; may be the same or separate individuals for each sport within a multi-sport organization.
- J. Director: The director of the Fairfax County Department of Neighborhood and Community Services or other individual designated by the county executive.
- K. Fairfax County Athletic Council: The FCAC acts as a community representative appointed by the Board of Supervisors and recommends policy, suggests procedures, and offers planning guidance to the FCPA, FCPS, and NCS. It also reviews usage conflicts and makes recommendations for their resolution.
- L. For Profit: A sports organization that makes a profit for individual personal gain that may include a fee for admission for games; assessing unusual or non-customary fees on the player, club, or team; or using semi-pro or paid players. Any organization that does not have non-profit status recognized by the IRS, for example a 501(c) status, may be recognized as a "for-profit" organization.
- M. Group of Individuals: Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization and who do not meet the requirements of an athletic league/organization.
- N. In Good Standing: An applicant (group, organization or individual) that has no outstanding bills from the county or is fulfilling obligations under a payment plan with the county; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no NCS rules violations within the past 12 months.
- O. Multi-Sport Field: Any field with a configuration that might support a variety of sports.
- P. New Organization: A new sports group independently established for competitive play.
- Q. New Sports: Organized sports not previously receiving community use allocation from NCS. A sport is considered "new" until receiving field allocations from NCS for one year.
- R. Non-profit: Any organization, group, or corporate sports team that has been categorized as non-profit by a federal or state regulatory agency.
- S. Non-Resident: Any individual not residing in Fairfax County, Fairfax City, or the Towns of Clifton, Herndon, or Vienna.
- T. Non-traditional sport: Any sport not currently recognized in the field allocation policy.
- U. Primary Season Sport: County official designated season for a particular sport.
- V. Program Expansion: A sport is added within an organization and meets all the requirements for allocation of fields.
- W. Secondary Season: A season not designated as a primary season for a particular sport.

- X. Sport Specific Field: Any field with a permanent configuration designed specifically for one sport.
- Y. Tournament: Competitive play involving at least four teams that may require additional fields beyond an organization's allocation and/or is not part of the regular playing season.
- Z. Use Agreements: Applicable to synthetic turf fields are "contribution and use agreement" (CUA) or "memoranda of understanding" (MOU). These and other written agreements are written documents that outline a variety of issues to include conditions of use and use time. FCPA ("Adopt a Field") and FCPS ("Friends of the Field") also have written community partnership programs designed to maintain and/or improve the quality of a field, as described in the information found at the following links:
[Friend of the Field and Gym Community Programs](#)
[FCPA Permits](#)
[FCPA Facility Rentals](#)
[FCPA Weather-Related Closures](#)
- AA. Youth Sports: Groups of players the members of which are 18 years of age or younger and participate in athletic competition with other youth.
- BB. Waiver of Fees: Out-of-county fees may be waived when the team provides to the sponsoring county organization the equivalent of at least 50% of its use space in their "home" jurisdiction (not Fairfax County). For example, if an out-of-county team plays 10 games in a league sponsored by a Fairfax County organization, the out-of-county fees may be waived for that team if the team contributes to the Fairfax County organization at least 5 game slots in a comparable location in their "home" jurisdiction.
- CC. Periodic (in reference to background checks): Organizations must perform background checks at least every two years.

IV. Limitations on Facility Use

- A. Use of county athletic fields by organizations and individuals can only be permitted during those periods designated for community use and for those activities which NCS is responsible for scheduling. For users to be guaranteed access to field space, they must have a permit. A copy of the permit must be on-hand at all times while the field is in use. NCS scheduling of FCPA fields during non-community use time is allowed only by permission of the FCPA and only for Certified Athletic League/Organizations not receiving allocation during community use time, FCPS, or a school group (to include private schools and home-school groups).
- B. Community use hours on FCPA and FCPS fields shall be defined as from 5 p.m. to dark (11 p.m. on lighted fields, subject to the note below) Monday through Friday and 8 a.m. to dark (11 p.m. on lighted fields, subject to the note below) Saturday and Sunday. Fairfax County government holidays may be scheduled for community use from 8 a.m. to dark (11 p.m. on lighted fields, subject to the note below) to accommodate tournaments or other special requests. Note: Use time on fields with lights may be different depending on use agreements. Use times may be modified to accommodate restrictions in place for a particular field, and this is particularly applicable to fields with lights. The dates of availability of FCPA fields are defined by FCPA Park Regulations:
[FCPA Permits](#)
[FCPA Facility Rentals](#)
[FCPA Weather-Related Closures](#)
- C. Community use hours and dates of availability on Northern Virginia Regional Park Authority (NVRPA) fields shall be determined by NVRPA policy.
- D. The actual hours and dates of availability of individual fields may be restricted by the FCPA, FCPS, NCS, or NVRPA to reflect earlier or later lights-out times; FCPA, FCPS, or NVRPA use;

or other restrictions.

- E. A request for a particular athletic field does not guarantee availability or assignment to a specific organization or individual.
- F. Fee-based camps, clinics, tryouts, fundraisers; and any activity with an admission fee are not scheduled by NCS, but must be scheduled by FCPA, , FCPS, or NVRPA and may be subject to use agreements and fees imposed by those agencies. Such programs, including paid coaches and third-party trainers, are acceptable use of NCS-allocated space if the services are available only to registered members of the organization and not for an additional fee (e.g., camp registration).
- G. Fields taken out of service (e.g. for renovation or maintenance) by the FCPA, FCPS or NVRPA will not be permitted for use. NCS will be responsible for notifying historical users of impending projects prior to each scheduling season.
- H. FCPA or FCPS fields with use agreements are subject to all terms of the agreement.

V. Eligibility Requirements

- A. An individual or group of individuals using the field for personal nonprofit use or a non-profit sports organization in good standing is eligible to apply for seasonal use of athletic fields. The following conditions apply:
 - 1. Adult Sports:
 - a. At least 75% of participants in an adult organization must be Fairfax County residents.
 - b. At least 67% of participants from a single team not participating in any other organization receiving facility allocations from NCS must be Fairfax County residents.
 - 2. Youth Sports:
 - a. At least 90% of participants in a youth organization must be Fairfax County residents.
 - b. At least 75% of participants from a single team must be Fairfax County residents.
 - 3. The residency requirement, but not the fee, will be waived for teams whose membership is 100% full-time employees of corporations or other businesses located in Fairfax County. Any such business must submit a list of all roster names as written verification. This list must be on company letterhead and signed by a representative of the business who is not on the team as a player or manager.
 - 4. Applicants commit to producing proofs of residency upon request by NCS staff.
 - 5. All organizations are required to have liability insurance and must provide a written certification from the organization attesting that it has a policy in place requiring appropriate and periodic background checks for all adults acting in any capacity on behalf of the youth organization (administrative staff, paid staff, coach, volunteer, trainers, etc.) in accordance with all applicable county, FCPA, and FCPS policies.
 - 6. Reciprocity: The Fairfax County residency requirement does not prohibit organizations from having non-county teams participate in their leagues; however, organizations will receive facility allocations from NCS based only on the Fairfax County teams. Non-county teams shall obtain facility allocations from their local jurisdictions and the organizations shall add those non-county facilities to their total league allocation.
- B. Any applicant applying as a Certified Athletic League/Organization must meet all of the eligibility requirements listed above and submit the following organizational documentation. There will be a one-year probationary period before Certification will be awarded.
 - 1. Copy of organization's bylaws.

2. A roster of elected or appointed officials (with term dates as applicable) and paid administrative staff with contact information to be updated annually.
 3. Proof of insurance. There is a minimum requirement of \$1,000,000 liability coverage and the policy must name FCPS, FCPA and the BOS as a co-insured and they must be specifically listed as additional insured party.
 4. IRS non-profit number or other written documentation supporting non-profit status as categorized by a federal or state regulatory agency.
 5. A written certification from the organization attesting that it has a policy in place requiring appropriate and periodic background checks for all adults acting in any capacity on behalf of the youth organization (administrative staff, paid staff, coach, volunteer, trainers, etc.) in accordance with all applicable county, FCPA, and FCPS policies.
 6. Copy of organization's written code of conduct for athletes, spectators, and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations. All individuals associated with the organization must be informed of and have access to the code of conduct. The code of conduct should be presented to participants as soon as possible (e.g., at registration).
 7. Copy of organization's policy delineating established progressive disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators who are in violation of the code of conduct. The discipline policy must include:
 - a. Consequences that grow more severe as the number or severity of violations of the code of conduct increase. No violation should carry a penalty greater than a one-year suspension, except in extreme circumstances or when established by precedent.
 - b. Clearly established processes and procedures for receiving and investigating code of conduct violations.
 - c. Clearly defined processes for the resolution of any violation and steps, including an appeals process, to be taken if the violation cannot be resolved at the organization level. Appeals processes should include multiple pre-defined steps at the organization level.
 - d. Clearly defined processes for informing participants of the discipline policy and making it available. The discipline policy should be presented to participants as soon as possible (e.g., at registration).
 - e. Any additional information required by FCPA, FCPS, NVRPA and/or NCS.
 8. Any additional information required by NCS/FCPS/FCPA/NVRPA
- C. Applicants must obtain the express written permission of the FCPA, FCPS, or NVRPA in order to sell or make an offer to sell goods or services or conduct business activities. Failure to secure written permission from FCPA, FCPS or NVRPA for any business activity (i.e. camp, clinic) will jeopardize current and future use permits.
- D. Individual teams or groups may not apply for space if they are allocated space from their parent organization receiving space from NCS. Winter applications for conditioning activities by individual teams or organizations will only be considered on a space available basis and will require proof of insurance and certification of background checks.

VI. Application Requirements

- A. Deadlines for filing applications. A separate application is required for each sport and tournament each season. Applications may be submitted at any time, but no applications will be processed prior to application due dates. (See Table 1)

Table 1

Applications Due	Seasons
June 1	Fall field use; grass or synthetic
September 1	Winter field use; synthetic only
December 1	Spring field use; grass or synthetic
March 1	Summer field use; grass or synthetic

- B. Expansion programs or new sports organizations submitting applications for fields for their first season must submit the application 6 months prior to the application date.
- C. Individual tournament applications must be submitted separately from applications for regular season play or practice. Applications may be submitted at any time, but will only be considered for the subsequent 12 month period from date of the application and are subject to available space.

VII. Order of Field Scheduling

Public athletic fields are allocated as follows:

- A. School instructional activities and FCPS sports practices and events.
- B. Park Authority activities to include tournaments operated by Fairfax County or FCPA in December, January and/or February or dates mutually agreed upon by NCS and the FCPA.
- C. Applicants will receive practice and game allocations in the following order:

Table 2

1	CAO	Youth	Primary season	games	Non-profit
2	CAO	Youth	Primary season	practices	Non-profit
3	CAO	Youth	Secondary season	games	Non-profit
4	CAO	Youth	Secondary season	practices	Non-profit
5	Non-CAO	Youth	Primary season	games/practices	Non-certified athletic leagues and groups or individual team, not affiliated with an organization
6	Non-CAO	Youth	Secondary season	games/practices	
7	CAO	Adults	Primary season	games	Non-profit
	CAO	Adults	Secondary	games	

8			season		
9	Non-CAO	Adults	Primary season	games	Non-certified athletic leagues and groups or individual team, not affiliated with an organization
10	Non-CAO	Adults	Secondary season	games	

- D. Tournaments with a local sponsor, responsible for organizing, promoting and running the event. (Youth tournaments will be scheduled prior to scheduling for adult tournaments).
- E. First primary season of new sports programs, if application is not submitted 6 months prior to regular application deadline.
- F. One time use for FCPA properties (e.g., family reunion) and major organization (e.g., corporate picnic) annual events (not tournaments). If any fees are charged or profit anticipated, this type of event should be scheduled by FCPA or FCPS.
- G. Late applications.
- H. Adult practice slots.
- I. Organizations, groups, or individuals not meeting the Fairfax County residency requirement set forth herein.
- J. Scheduling of for-profits and tournaments without a local sponsor will only be considered after non-profits and CAO sponsored tournaments are scheduled, and only on a space available basis. For-profits are scheduled directly by FCPA and FCPS.

VIII. Allocation of Field Time

- A. Permitted entities and individuals may not redistribute space to another entity or individual. Violations may result in loss of permit. Fields, including those provided by FCPS, FCPA and NVRPA to NCS are allocated for community use.
- B. Some permitted entities receive additional community use time from the following sources, and that time will be included as part of the organization’s allocation.
 - 1. Fairfax County developed or leased fields
 - 2. FCPA developed or leased fields
 - 3. FCPS developed or leased fields, other fields funded through tax dollars, other local governmental resources
 - 4. Northern Virginia Regional Park Authority
- C. Field Availability Dates are defined by FCPS, NVRPA and FCPA in policies set forth in the following links:
 - [FCPS Community Use - REG 8420.11](#)
 - [FCPA Permits](#)
 - [FCPA Facility Rentals](#)
 - [FCPA Weather-Related Closures](#)
- D. Allocation Criteria
 - 1. Space will be allocated equitably among primary sports in their primary season.
 - a. Each applicant will receive a preliminary allocation based upon previous year’s permit

registration information using actual number of teams permitted.

- b. Each applicant will receive a final permit only after the requesting organization has submitted its current rosters, game and practice schedules, and application and non-county fees; these submissions have been reviewed; and the applicant has no outstanding fees or obligations.
 - c. Organizations may not redistribute space to other sports or organizations.
2. Allocation is based on the number of team rosters per organization which meet the minimum roster size as defined in Table 3 for each sport at each given age level.

Table 3*

Sport	Age Group	Team Size	Minimum Roster Size*
Youth Baseball	6 and under	6	8
Youth Baseball	7 to 8 year old	8	10
Youth Baseball	9 to 12 year old	9	12
Youth Baseball	13 to 14 year old	9	12
Youth Baseball	15 to 18 year old	9	12
Youth Field Hockey	6 and under	7	9
Youth Field Hockey	7 to 8 years old	7	9
Youth Field Hockey	9 to 10 years old	7	9
Youth Field Hockey	11 to 12 years old	7	9
Youth Field Hockey	13 to 18 years old	11	14
Youth Football-tackle	7 to 8 year olds	11	14
Youth Football-tackle	9 to 10 year olds	11	14
Youth Football-tackle	11 to 18 year old	11	14
Youth Football-non tackle	6 and under	4	5
Youth Football-non tackle	7 to 8 years old	5	7
Youth Football-non tackle	9 to 10 years old	7	9
Youth Football-non tackle	11 to 18 years old	8	10
Youth Lacrosse male/female	8 and under	10 male/12 male	13 male/16 female
Youth Lacrosse male/female	9 to 10 years old	10 male/12 male	13 male/16 female
Youth Lacrosse male/female	11 to 18 years old	10 male/12 female	13 male/16 female
Youth Rugby	6 and under	7	9
Youth Rugby	7 to 8 year old	7	9
Youth Rugby	9 to 10 year old	15	20
Youth Rugby	11 to 18 year old	15	20
Youth Soccer	6 and under	3	4
Youth Soccer	7 to 8 year old	4	5
Youth Soccer	9 to 10 year old	6	8

Youth Soccer	11 to 12 year old	8	10
Youth Soccer	13 to 16 year old	11	14
Youth Soccer	17 to 18 year old	11	14
Youth Softball	6 and under	6	8
Youth Softball	7 to 8 year old	8	10
Youth Softball	9 to 12 year old	9	12
Youth Softball	13 to 14 year old	9	12
Youth Softball	15 to 18 year old	9	12
Youth Track	10 and under	N/A	N/A
Youth Track	11 to 18 years old	N/A	N/A
Adult Baseball	19 years or older	9	12
Adult Cricket	19 years or older	11	14
Adult Field Hockey	19 years or older	11	14
Adult Football	19 years or older	7	9
Adult Lacrosse male/female	19 years or older	10 male/12 female	13 male/16 female
Adult Rugby	19 years or older	15	20
Adult Soccer	19 years or older	11	14
Adult Softball	19 years or older	10	13

**To be considered for a permit a team must meet the minimum roster size. This number uses the size of an official team multiplied by a factor of 1.3. Table numbers subject to annual review by NCS.*

3. The minimum number of teams by sport that are assigned to practice on a field at the same time is designated by NCS, and may be adjusted either up or down as the available resources in relationship to the level of demand warrant.
4. The minimum number of teams per field per game is designated as two; however, the younger teams are assigned more teams per game field on the basis of the number of games that can fit within the assigned field.
5. Fields received from the FCPA, FCPS or NVRPA FCPS through lease or development agreements will be counted in the allocation for those applicants.
6. Fields received from other local government entities (Town of Vienna, City of Fairfax, etc.) and quasi-government entities (e.g., NVRPA) will be counted in the allocation for those applicants.
7. The County will make every effort to continue allocating usage of fully or partially adopted fields during the appropriate primary season to those organizations with Adopt-a-Field or Friends-of-the-Field agreements, but does not guarantee exclusive use or permanent assignment of those fields. Memoranda of Understanding and/or Contributing Use Agreements regarding the development and allocation of fields may supersede the order of scheduling described above, but may not guarantee exclusive use or guarantee space above what is specified
8. Where possible, sports organizations shall be assigned fields within their community
9. Practices and games are allocated by sport and age, as designated.

Table 4 – Primary Seasons*

Seasonal Scheduling Dates	Primary Season Sports
Fall: Aug. 1 to field closing date	Tackle Football, Soccer, Field Hockey
Winter: December 1 to February 28 (synthetic turf fields only)	Winter leagues/organized and scheduled game play (any sport)
Spring: field opening date to June 14	Baseball, Lacrosse, Softball, Cricket, Rugby, Non-Tackle Football, Track
Summer: June 15 – July 31	Summer only leagues, New or not identified in another season or any sport with a specific summer sign up

*Sports and seasons not accommodated by “Seasonal Scheduling Dates” may request an extended season; written requests will only be considered with written justification, and only on an individual basis for a specific timeframe.

10. Allocation of games for sports in their primary season will take precedence over allocation of practices.

Table 5 – Primary Season Allocation*

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Baseball	6 and under	1 hrs.	1 hrs.	2	2
Youth Baseball	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Baseball	9 to 12 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Baseball	13 to 14 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Baseball	15 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Youth Field Hockey	8 and under	2 hrs.	1 hrs.	2	2
Youth Field Hockey	9 to 12 years old	3 hrs.	1.25 hrs.	2	2
Youth Field Hockey	13 to 18 years old	4 hrs.	1.5 hrs.	2	2
Youth Football Tackle	7 to 8 year olds	3 hrs.	1 hrs.	4	2
Youth Football Tackle	9 to 10 year olds	3 hrs.	1.5 hrs.	2	2
Youth Football Tackle	11 to 18 year old	4 hrs.	2 hrs.	2	2
Youth Football non-tackle	6 and under	1 hrs.	1 hrs.	6	4
Youth Football non-tackle	7 to 8 years old	1.5 hrs.	1.5 hrs.	4	2
Youth Football non-tackle	9 to 10 years old	1.5 hrs.	1.5 hrs.	4	2
Youth Football non-tackle	11 to 18 years old	2 hrs.	2 hrs.	4	2

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Lacrosse	9 to 12 years old	3 hrs.	1.25 hrs.	2	2
Youth Lacrosse	13 to 18 years old	4 hrs.	1.5 hrs.	2	2
Youth Rugby	6 and under	1 hrs.	1 hrs.	2	2
Youth Rugby	7 to 8 year old	1.5 hrs.	2 hrs.	2	2
Youth Rugby	9 to 10 year old	1.5 hrs.	2 hrs.	2	2
Youth Rugby	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Soccer	6 and under	1 hrs.	1 hrs.	6	6
Youth Soccer	7 to 8 years old	2 hrs.	1hrs.	4	4
Youth Soccer	9 to 10 years old	3 hrs.	1.5 hrs.	2	2
Youth Soccer	11 to 12 years old	3 hrs.	1.5 hrs.	2	2
Youth Soccer	13 to 15 years old	3 hrs.	1.5 hrs.	2	2
Youth Soccer	16 to 18 years old	3 hrs.	2 hrs.	2	2
Youth Softball	6 and under	1 hrs.	1 hrs.	2	2
Youth Softball	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Softball	9 to 12 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Softball	13 to 14 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Softball	15 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Youth Track	10 and under	1.5 hrs.	5 hrs.	1	1
Youth Track	11 to 18 years old	1.5 hrs.	5 hrs.	1	1
Adult Baseball	19 years or older		3 hrs.		2
Adult Cricket	19 years or older		4 hrs.		2
Adult Field Hockey	19 years or older		2 hrs.		2
Adult Football	19 years or older		2 hrs.		2
Adult Lacrosse	19 years or older		2hrs.		2
Adult Rugby	19 years or older		2 hrs.		2
Adult Soccer	19 years or older		2 hrs.		2
Adult Softball	19 years or older		2.5 hrs.		2

*Table numbers subject to annual review by NCS.

11. The following process will be used when there are insufficient resources to meet the seasonal demands of primary sports.
 - a. The resources will be allocated to sports in their primary season, in proportion according to each sport's percentage of the aggregate number of teams.
 - b. Within each primary sport, space will be allocated to organizations in proportion according to their percentage of the aggregate number of teams for that sport.
 12. Secondary Season Allocation Criteria (on a space available basis)
 - a. 1 game period and 1 practice period per team per week
 - b. Future adjustments to these allotments will be made based upon availability of resources and competing needs.
- E. Organizations are required to return to NCS any allocated fields and/or field use hours that the organization does not use.

IX. General Permit Requirements

- A. Each applicant should anticipate a preliminary allocation based upon last year's registration information although the facility location may change. No use of a field may occur without an approved permit.
- B. All applicants must submit the following documentation in order to receive a final permit:
 1. A roster of individual players by team. Rosters must include team name, player name, player age at time of application (youth rosters, only), and player address with zip code.
 2. A designated contact individual per sport who is responsible for dealing with field applications and assignments.
 3. Copy of current season game and practice schedules.
 4. Notification of any registration fees, equipment fees or other fees charged to participants or participating teams.
 5. List of private fields being used (including name of owner) and any other jurisdiction's fields being used by the requesting organization.
 6. Payment of any due or past due application or facility use fees.
 7. Any additional information deemed necessary by NCS.

X. Tournaments

- A. Definition: Competitive play involving at least four teams that may require additional days and fields beyond an organization's allocation and/or is not part of the regular playing season.
- B. Application Requirements: Tournament applications must be submitted prior to the seasonal application deadlines outlined in Table 1.
- C. Once a tournament has been scheduled, the tournament sponsor is required to submit:
 1. Team names and addresses
 2. Schedules
 3. Field assignments
- D. Order of Field Scheduling: Tournaments will be scheduled in the following order:

1. Scheduling of league play will take precedence over tournaments
 2. The Fairfax County Park Authority – priority rights for scheduling tournaments in December, January and February or times mutually agreed to by FCPA and NCS.
 3. Tournaments with a local sponsor, responsible for organizing, promoting and running the event.
 - a. Youth tournaments
 - b. Adult tournaments
 4. Tournaments without a local sponsor will be considered on a space available basis.
- E. Tournament Applications and Scheduling
1. Tournament applications must be submitted prior to the seasonal application deadlines outlines in Table 1.
 2. Tournament allocation requests are submitted separately from practice/game requests.
 3. The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
 4. Applicants conducting tournaments must agree to pay for any damages to the facilities used.
 5. A tournament checklist must be signed by the applicants and approved by a NCS Athletic Services representative before the start date of the tournament.
 6. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a schedule conflict, the tournaments will be equally divided among requested dates. If a conflict still exists, projected tournament rosters will be reviewed and the competing requests will be prioritized by number of participating county residents.
 7. Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.
 8. Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.
 9. A permit for any sales during the tournament is required by the FCPA and/or FCPS. Other permits may also be required per FCPA or FCPS regulations.
 10. The availability of on-site parking will be a factor used when determining whether to permit tournament.
 11. Tournament organizers will be required to provide adequate portable toilet facilities as required by the FCPA, FCPS or NVRPA.
 12. CAO sponsored tournaments are best scheduled around three or four day weekends to minimize the potential impact on regular season play.

XI. General Rules and Regulations Governing Use of Athletic Fields

- A. Applicants agree to support and enforce the NCS rules, regulations, and procedures and those of the FCPA, FCPS, NVRPA, and other regulatory bodies as appropriate. These rules, regulations, and procedures are set forth in the following links:
[FCPS Athletic Facility Scheduling](#)
[FCPA Permits](#)

[FCPA Facility Rentals](#)
[FCPA Weather-Related Closures](#)

- B. Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without NCS approval.
- C. FCPS may cancel or postpone any non-school use of a school field, and FCPA may cancel any non-park use of a park field, when such use is in conflict with a school or park event. The conflict must be one in which the two events cannot occur simultaneously due to space, parking, or other verified restrictions. NCS will make every attempt to notify the affected organizations as soon as the cancellation information is received and will attempt to locate alternate facilities.
- D. Applicants must understand and agree that field use may be cancelled by the County, in its discretion, due to weather or other extenuating circumstances.
- E. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to NCS as follows:
 - On weekdays - at least twenty-four (24) hours before the first event
 - On weekends – at least seventy-two (72) before the first event
- F. Failure to notify NCS by these deadlines, except in the event of inclement weather, may result in loss of permitted space.
- G. Any individual or group responsible for damaging, destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.
- H. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. NCS reserves the right to suspend or expel any organization, group of individuals or individual from use of County athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.
- I. Generally, when using school fields, restrooms are not available unless special arrangements are made via the school principal, in which case the Fairfax County School Board Regulation 8420-Community Use of Facilities would apply. The Building Use Policy can be found at:
[FCPS Community Use - REG 8420.11](#)
- J. In no case shall anyone enter the grounds by force, or other than through the designated gates until opened by the appointed FCPS, FCPA NCS official.
- K. All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of county property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost and may result in the loss of allocation. The field and surrounding public property area should be clean when permitted use is completed. Recycling is encouraged at all facilities.
- L. There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from FCPA, FCPS, or NVRPA. Marking game lines, raking, dragging, and configuring fields, and other aspects of field preparation for a game or event are the responsibility of the user. All such activities must be coordinated with NCS and may not occur during instructional time on school property. Placement of winter turf blankets must be approved by FCPS and is not automatic. All requests for facility improvements on

FCPS properties must be directed, in writing, to NCS first.

M. Users must agree to:

1. Not use fields when they are closed or when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
2. Abide by established guidelines for concessions, sales, additional activities (e.g., amusements), and amplified sound, as defined by Fairfax County, FCPA, FCPS, or NVRPA, depending upon the location of the activity. Coordinate all refreshment stands and concessions with the appropriate FCPA, FCPS or NVRPA staff and comply with all Fairfax County Health Department requirements. Noise must comply with all applicable state and local codes, regulations, and ordinances.
3. Change clothing in public restrooms only.
4. Not use any amplified sound without written permission from FCPA or FCPS.
5. Conduct warm-ups or practice for a game in an area and manner that is not dangerous to spectators or individuals using other fields, or injurious to other fields on the assigned grounds, and is limited to the permitted space.
6. Ensure that prior approval from the appropriate Fairfax County government agency is received before signs, banners, and pennants are erected, and that they do not deface public property.
7. Provide adequate chaperons for children and youth activities (in no event less than one adult per (25) (children or youths).
8. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.
9. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
10. Comply with safety and other applicable regulations and policies of the FCPA, FCPS, the NVRPA and all Fairfax County government agencies.
11. Park automobiles, trucks, tractors, wagons or other motor vehicles in the designated parking area.
12. Comply with all federal, state and local laws, regulations and licensing requirements.
13. Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned.
14. Only use a field for the purpose as designated in approved permit.
15. Obtain permission from the property owner before retrieving any balls or equipment from private property.
16. Ensure the safety of the players including termination of play if unsafe field conditions exist.
17. Hold harmless and indemnify Fairfax County, FCPA, FCPS and the NVRPA, and all of their officials, officers, employees, or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to FCPA, FCPS and NVRPA property or other public property.
18. Support and encourage recycling.

XII. Denials and Terminations

- A. The director shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The director administers and interprets the policy governing use of public fields and determines the appropriate procedures needed for implementation. The director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations.

- B. NCS may deny an applicant scheduled use or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:
 - 1. Required documentation is not submitted
 - 2. Fees (including, but not limited to, application and non-county resident fees) are not paid within the specified time frame
 - 3. A history of field damage, regulation violations, or inadequate supervision of attendees is noted
 - 4. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law
 - 5. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or participants/organizations whose literature/stated philosophy promotes hatred and/or violence
 - 6. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed
 - 7. Violates regulations as identified in XI.J.2 regarding concessions, advertising and profit making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or scheduling use of public athletic fields for semi-pro or paid players
 - 8. Assigned fields are sublet or re-allocated without prior approval from NCS
 - 9. Failure to meet the residency requirements as identified in Section V.A.

XIII. Fees

- A. The county will identify the following fee amounts each year within one week of approval of the county's annual budget.
 - 1. A non-resident fee established by the Board of Supervisors, or in-kind reciprocal use of facilities, will be charged for all adult and youth players, per sport, per season, per team.
 - 2. Application fee.
 - 3. Additional fees may be charged for camps, clinics, tournaments, damages, and/or clean up.
- B. Payment of fees must be made in accordance with published policy. No new permit will be issued unless and until all outstanding monies owed, including without limitation payment for damages, are paid in full.
- C. Outstanding fees must be submitted with the application in order for the application to be considered.
- D. Fees due based upon a bill received from Fairfax County are due by the date specified on the bill or statement.
- E. Out-of-County Team(s), Scheduling, Fees, and Reciprocity

XIV. Allocation Review Process

- A. Any applicant may file a request for an allocation review. To be eligible for an Allocation Review, applicants must meet at least one of the following criteria:
 - 1. Application was denied.

2. Field assignments were less than 90% of the minimum number of authorized hours in accordance with the policy for sports during their primary season.
 3. Usage conflict that cannot be resolved by the affected parties.
- B. To request an Allocation Review, applicants must submit a request in writing to the Director of Neighborhood and Community Services within 10 work days of the release of field permits/schedules, or as conflict arises. The written allocation review request shall contain:
1. An explanation of the situation from the viewpoint of the organization,
 2. Any new information that may clarify the issue and, if appropriate,
 3. A suggested alternative solution to the decision.
- C. All organizations/groups of individuals that may be affected by the decision may be asked to attend a review meeting.
1. All involved organizations/groups of individuals will be required to bring:
 - a. Actual registrations
 - b. Game and practice schedules
 - c. Any other information deemed necessary by NCS.
 2. The actual registration numbers (at the time of the scheduled meeting) or the estimated registration numbers reported on the applicant's initial application (whichever is lower) will be used to calculate the organization's appropriate allocation.
- D. Members from the FCAC and NCS will form a review committee to provide recommendations for resolutions to the director.
- E. In the event a satisfactory resolution cannot be found, any organization or individual aggrieved by the decision of the Director may appeal such decision within ten (10) days, in writing, to the County Executive. The decision of the county executive shall be final and binding.