



ORANGE COUNTY FLORIDA
Parks and Recreation

Multi-Purpose Field Allocation Procedures



**Orange County Parks and
Recreation Division
4801 West Colonial Drive
Orlando, FL 32808**

**ORANGE COUNTY PARKS AND RECREATION
MULTI-PURPOSE FIELD ALLOCATION**

TABLE OF CONTENTS

	PAGE
Background and Purpose.	2
Procedures	
Application Process for Youth Sports Partners.	2-4
Completion of Youth License Agreement.	5
Games & Practices.	5
Residency Requirement.	5
Fees & Payment.	6
Background Screening	6
Issuance of Field Space Reservation Permits	6-7
Application Process for Non-Youth Sports Partner.	8

ORANGE COUNTY PARKS AND RECREATION MULTI-PURPOSE FIELD ALLOCATION

BACKGROUND:

The Orange County community is fortunate to have a tremendous interest in field sports with high participation levels in County programs, organized youth sports organizations and school programs. This demand has taxed the limited playing field resources to an extreme level. Although the County's maintenance efforts are higher than most, because of the high level of activity it is difficult to keep field conditions at a premium level throughout the year. The guidelines for allocation of playing fields provide a clear and equitable process that allows for a balance of use and attempts to reduce wear of natural turf fields.

The field allocation procedures consist of an application process which requests information about the sports organization desiring to be a Youth Sports Partner, scores and ranks the organization using criteria that best meets the mission of the County and issues a Parks Rental Request for use of the fields. This process is designed to give preference to Orange County youth for organized athletic activity while still providing opportunities for broader public access and adequate field maintenance.

PURPOSE:

The Orange County Parks and Recreation Division seeks partnerships with non-profit sports organizations to provide recreational opportunities, for all ages, at our facilities. Orange County seeks to establish one Youth Sports Partner per park.

PROCEDURES:

The field allocation process is divided into three distinct processes:

1. Application Process for Youth Sports Partners
2. Completion of a Youth License Agreement
3. Issuance of Parks Rental Requests

Entities not awarded field space through the Youth Sport Partner process may utilize fields based on space availability, following the seasonal schedule outlined for Youth Sports Partners (See page 9, *Application Process for Non-Youth Sports Partner*).

Youth Sports Partners

Once every two years, Orange County Parks and Recreation Division will accept Applications from organized non-profit youth sport groups wishing to become a Youth Sports Partner.

Eligibility:

In order to be eligible to be a Youth Sports Partner and submit an application, the organization must meet the following criteria:

- Be an Organized Youth Sport Group that is sanctioned and governed by a recognized regional, state or local body.
- Provide athletic programs to a specific service area in close proximity to requested playing fields.
- The Organized Youth Sport Group must run its programs in such a manner that its activities are open to all persons who wish to participate, regardless of race, gender, national origin or disability.
- Organized Youth Sport Group whose general membership is not based exclusively on ability and performance through a “try out” system and who do not reserve the right to “cut” players from teams.
- Organized Youth Sport Group shall be composed of at least 85% Orange County Residents.
- Organized Youth Sport Group must operate as a 501c3 non-profit corporation under the laws set forth for incorporation by the State of Florida. A certificate of incorporation and copy of the organization’s by-laws must be supplied to the Parks and Recreation Division.
- The Organized Youth Sports Group must provide proof of a scholarship program including a list of names and supporting documentation for awards to economically disadvantaged youth that will play at the requested fields.
- The Youth Sports Organization must list Orange County Parks and Recreation Division as an authorized user under the organization’s governing body online management software to allow the Division to check roster addresses. For each cycle, applicants may submit a current roster in lieu of the governing bodies roster access. By September of each year, all rosters must be updated with the governing body and are subject to audit.

Application Process

Organized youth sports groups are invited to apply for seasonal use of park playing fields. These organizations may also apply to use the County's sports storage space. The established application timelines are:

- Applications Available May 1-May 31, 2026
- Application Deadline May 31, 2026, 5:00pm

Organizations that miss the Youth Sports Partner application submittal window will be subject to the Application Process for Non-Youth Sports Partners.

Youth Sports Partners who violate Youth Sports Partner Eligibility Criteria will lose their standing as a Youth Sports Partner.

One Youth Sports Partner application per organization is allowed. No applicant will be awarded more than two Park locations.

Organized youth sports groups and community groups desiring ongoing field space must submit rosters with addresses of participants. The amount of field time allocated to each group is dependent upon the number of Orange County resident participants in relationship to the available permit hours as well as the priority use designated for each season, field, and time frame. While fields have been assigned based on historical data, County staff will work with the Parks Advisory Board, as needed, regarding field assignments.

Youth Sports Partner applications will be reviewed and applicants scored by the Parks Advisory Board. Point rankings will determine which applicant will be awarded an agreement. Youth Sports Partner License Agreements are a binding two-year contract, authorized by the Board of County Commissioners.

Field Allocation Decisions

Any disputes with the Field Allocation Awards may be appealed to the Parks Advisory Board in writing within one week of the decision. The Parks Advisory Board will review the appeal at the next available meeting. The Board's decision will be final and binding to both users and the Division.

Youth License Agreement Award

Youth Sports organizations which are awarded a Youth Sport Partnership will be

required to adhere to the Athletic Facility Management Plan. Awarded Youth Sport Partners enjoy a special relationship with Orange County in the provision of developmental youth sport. Certain expectations are outlined below to guide the relationship and obligations to each other and the community.

Scheduling Games & Practices

The Orange County Parks and Recreation Division has the responsibility to manage and ensure facility access for the greatest number of users. Updated rosters are due no later than 14 days prior to the Youth Sports Partners' first reservation date. The Division may require adjustments to requested Youth Sports Partners' schedules, as needed.

Schedules must be completed for the entire season of practice/play, including requested dates for games, and must be submitted no later than:

- Fall: Second Friday in July
- Spring: December 31

This is necessary to allow non-Youth Sport Partners an opportunity to request remaining field space during a separate allocation process.

Multi-purpose Fields will be closed for inter-season maintenance each year:

- Closed for Maintenance: First Monday in December to January 31
- Open for Play: February 1 to May 31
- Closed for Maintenance: June 1 to the day prior to OCPS First Day of School
- Open for Play: OCPS First Day of School through First Weekend in December

Residency Requirement Audit

If Orange County residency is questioned, physical proof will be required through documentation (i.e. water bill or power bill). All user organizations or teams may be composed of youth residing in different locations throughout Orange County, if not prohibited by their sanctioning body.

Fees & Payment

Uniform hourly scheduling and fees apply to ALL users. Youth Sports Partner agreements will include a payment plan based upon the agreed upon allocation. Since

fields are allocated before season, effectively eliminating access for other groups, refunds will not be made for unused practice allocations.

Rental fees should be paid for the entire season that has been reserved, 14 days prior to first taking the field. Alternately, after the first two months of fees are paid (prior to taking the fields), fees may be paid for the remaining allocation on April 1 and November 1. Request for a refund of unused game days may be submitted in writing at the close of the season. There will be no refunds for allocated practice days or lighting which are not used.

If payments do not occur in a timely manner, the organization may incur additional fees and be restricted from reserving any future field space or any other Orange County facility.

Background Screening

The Division requires all organized youth sport groups to comply with Florida State Statute 943.0438 and 435.04.

Issuance of Awarded Field Space Reservation Permits

Youth Sports Partner Agreements will be awarded based on the field ranking criteria scoring results. The following steps will take place if an organization is awarded facility usage rights:

- Field space will be distributed to the Youth Sports Partner with no more than 4.5 hours per week (3 hours for practice and 1.5 hours for game) per recreational team for half a field (57.5 X 74 yards). This will be determined by the number of recreational team rosters recorded by the sanctioning agency the prior season. The Youth Sports Partner will choose the days to use the fields for their allotted time in November and May. The 4.5 hours of allotted field space must be used by the teams identified in the roster and cannot be used by other teams. The demand formula takes into account the field capacity for prime-time hours (weekdays from 5 pm to 9 pm, Saturdays and Sundays from 9 am to 5 pm).

A lottery or draw system will be used by the Division to determine space selection order if needed amongst the organizations. If, for example, a club has 20 recreational teams at the awarded facility:

- 20 teams x 3 practice hours each week = 60 team practice hours per week;

- resulting in 60 hours of access to 1/2 of 1 full multi-purpose field per week;
- meaning if a park has 2 full multi-purpose fields, divide 60 by 4 (number of 1/2 fields) = 15 hours;
- i.e. 15 hours for 2 full fields per week, meaning 3 hours on each of the 5 weekdays (Mon-Fri)
- Saturday Games: 20 teams X 1.5 game hours each week=30 team game hours per week divided by 2 teams per game=15 hours

The County will reserve the right to efficiently apply the Youth Sports Partners hours if needed.

Youth Sports Partners will be required to submit a Parks Rental Request for their confirmed field space allocation. This approved Parks Rental Request, authorized by the Site Supervisor, will be required to ensure there are no programmatic, scheduled events or operational conflicts. A copy of the approved Parks Rental Request will be provided to the Youth Sports Partner.

Parks and Recreation will permit space with good faith that groups are not simply monopolizing fields. Groups who have not used fields responsibly or have violated any of the use guidelines may jeopardize renewal of their Contract. Permitted Youth Sports Partners may request a reduction of their annual allotment during the field allotment process in November and May. Youth Sports Partners request to increase allocation to a secondary location will be included in the next application window.

Parks Rental Requests are issued in ½ hour increments. Field usage must end by 10:00 pm at parks with field lights, and at dusk at parks without field lights.

The Youth Sports Partner's fields must be the host fields for the Recreational League. Recreation Leagues must have priority use over Competitive Teams.

Non-Youth Sports Partners

Application Process for Non-Youth Sports Partner

Seasonal Parks Rental Requests for recreational play will be issued by the Park Site based on space availability following the seasonal schedule outlined for Youth Sports Partners. A Certificate of Insurance naming Orange County, FL will be required along with an Additional Insured and Waiver of Transfer of Rights of Recovery endorsement.

All applicable fees are located in the Division's fee schedule. A field reservation will not be considered permitted until a Parks Rental Request is signed and appropriate fees have been collected.

Conducting or operating organized leagues and tournaments is prohibited without a permit.

Sundays will be dedicated to adult community groups. Adult community groups requesting field time other than Sundays will be considered after Youth Sports Partners have been allocated.

Non-Youth Sports Partner Field Allocation Process.

Every six months in January and July the Site Supervisor from each park site will hold a Field Allocation Meeting with all Non-Youth Sports Partner organizations wanting field space. Field space not being used by the Youth Sports Partner will be divided between all Orange County participants in attendance by the following method:

- The demand formula takes into account the field capacity for prime time hours (weekdays from 5 pm to 9 pm, Saturdays and Sundays from 9 am to 5 pm) and allocates field space based upon the number of participants in the organization (i.e. If Organization A has a 400 participants and Organization B has 600 participants, Organization A would have the right to 40% of the field space and Organization B would have the right to 60% of the field space).
- A lottery or draw system will be used by the Division to determine space selection order if needed amongst the organizations.