

# CLAREMONT YOUTH SPORTS COMMITTEE MEETING AGENDA

*"We are a vibrant, livable, and inclusive community dedicated to quality services, safety, financial strength, sustainability, preservation, and progress with equal representation for our community."*

Alexander Hughes Community Center  
Santa Fe Room  
1700 Danbury Road  
Claremont, CA 91711



Tuesday,  
June 17, 2025  
7:00 PM

## COMMITTEE MEMBERS

JENNY BALLESTEROS

BRIAN DORMAN

BOBBY ANTILLON

ALLEN WEBSTER

CHRISTOPHER HOPPER

MARK BATRES

KELLY TERRELL

ALAN BEACHAM

VERONICA SANCHEZ

Meetings are open to the public for in-person attendance.

## OPTIONS FOR PUBLIC COMMENT:

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

## IN-PERSON LIVE COMMENTS

When the item you wish to speak to is announced, please proceed to the speaker's podium one by one.

## E-MAIL/MAIL

Written comments sent to the Alexander Hughes Community Center will be distributed to the Youth Sports Committee and imaged and made available in the record of the meeting in the document archive, which can be found on the City website: [www.claremontca.gov](http://www.claremontca.gov) Email: [eeey@claremontca.gov](mailto:eeey@claremontca.gov). Mail: 1700 Danbury Road, Claremont, CA 91711.

**For assistance, comments, or more information, please contact Eric Ey:**  
**(909) 399-5331.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

## **ROLL CALL**

## **CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

*Recognition of outgoing Committee Chair Jenny Ballesteros*

*Introduction of Program Specialist Josh Corona*

## **PUBLIC COMMENT**

The Committee has set aside this time for persons who wish to comment on items that are not listed on the agenda but are within the jurisdiction of the Youth Sports Committee. Members of the public will have the opportunity to address the Youth Sports Committee regarding all items on the agenda at the time the Committee considers those items.

General public comment will be taken for 30 minutes and will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

The Brown Act prohibits the Youth Sports Committee from taking action on oral requests relating to items that are not on the agenda. The Committee may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

## **CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered routine. The Youth Sports Committee may act on these items by one motion following public comment. Only Committee Members may pull an item from the Consent Calendar for discussion.

### **1. YOUTH SPORTS COMMITTEE MEETING MINUTES OF MARCH 19, 2024**

Recommendation: Staff recommends the Youth Sports Committee approve the Youth Sports Committee meeting minutes of March 19, 2024.

### **2. YOUTH ATHLETIC SELF-IMPOSED IMPROVEMENT FUND BALANCE**

Recommendation: Staff recommends the Youth Sports Committee receive and file the Youth Athletic Self-Imposed Improvement Fund Balance.

### **3. LIGHT USAGE REPORT**

Recommendation: Staff recommends the Youth Sports Committee receive and file the Light Usage Report.

## **ADMINISTRATIVE ITEMS**

### **4. COMMITTEE POLICIES, PROCEDURES, AND ROLE**

Recommendation: Staff recommends the Youth Sports Committee receive an oral update regarding the Committee's policies, procedures, and role.

5. ATHLETIC FACILITIES UPDATES

Recommendation: Staff recommends the Youth Sports Committee receive an oral update and discuss field maintenance issues related to City and CUSD athletic fields.

**CONTINUED PUBLIC COMMENT**

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

**REPORTS**

***Staff***

***Liaison***

***Committee***

**ADJOURNMENT**

THE NEXT REGULAR MEETING OF THE CLAREMONT YOUTH SPORTS COMMITTEE WILL BE HELD ON TUESDAY, SEPTEMBER 16, 2025, AT 7:00 PM IN THE SANTA FE ROOM AT THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, CLAREMONT, CA 91711.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, ERIC EY, RECREATION AND HUMAN SERVICES MANAGER OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE AND THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, ON WEDNESDAY, JUNE 11, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: June 18, 2025

**Claremont Youth Sports Committee  
Agenda Report**

TO: YOUTH SPORTS COMMITTEE

FROM: ERIC EY, RECREATION AND HUMAN SERVICES MANAGER

DATE: JUNE 17, 2025

**SUBJECT: YOUTH SPORTS COMMITTEE MEETING MINUTES OF MARCH 19, 2024**

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**RECOMMENDATION**

Staff recommends the Youth Sports Committee approve the Youth Sports Committee meeting minutes of March 19, 2024.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Eric Ey  
Recreation and Human Services Manager

**Attachment:**

Youth Sports Committee Meeting Minutes of March 19, 2024

**YOUTH SPORTS COMMITTEE**

**Meeting Minutes**

Tuesday, March 19, 2024 – 7:00 PM

Alexander Hughes Community Center, 1700 Danbury Road, California, CA 91711

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**CALL TO ORDER**

Chair Ballesteros called the meeting to order at 7:01 PM.

**PLEDGE OF ALLEGIANCE**

Chair Ballesteros called on Committee Member Antillon to lead the Pledge of Allegiance.

**ROLL CALL**

**PRESENT**

JENNY BALLESTEROS, CLAREMONT LITTLE LEAGUE; BOBBY ANTILLON, CLAREMONT GIRLS FASTPITCH; ALAN BEACHAM, AYSO; BRIAN DORMAN, FOOTHILL STORM; KELLY TERRELL, CLAREMONT STARS; ALLEN WEBSTER, WESTERN CHRISTIAN

**ABSENT**

MARK BATRES, CLAREMONT RUNNING TEAM; ABRAHAM CHUNG, CLAREMONT YOUTH BASKETBALL; VERONICA SANCHEZ, U.S. YOUTH VOLLEYBALL

**ALSO PRESENT**

ERIC EY, HUMAN SERVICES MANAGER; ASHLEY DEMBICZAK, HUMAN SERVICES SUPERVISOR; RICHARD HECKER, LANDSCAPE MAINTENANCE SUPERVISOR; GREG GLASS, COMMUNITY AND HUMAN SERVICES COMMISSIONER

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

None.

**PUBLIC COMMENT**

Chair Ballesteros invited public comment.

There were no requests to speak.

**CONSENT CALENDAR**

Chair Ballesteros invited public comment on the Consent Calendar.

There were no requests to speak.

1. Youth Sports Committee Meeting Minutes from December 19, 2023

Approved and filed the Youth Sports Committee Meeting Minutes from the December 19, 2023, meeting.

2. Youth Athletic Self-Imposed Improvement Fund Balance  
Received and filed the Youth Athletic Self-Imposed Improvement Fund Balance report.
3. Light Usage Report  
Received and filed the Youth Sports Committee Light Usage report.

***Committee Member Terrell moved to approve the Consent Calendar, seconded by Committee Member Batres, and carried on a roll call vote as follows:***

**AYES:**           **Committee Member** – Antillon, Ballesteros, Beacham, Dorman, Terrell, Webster

**NOES:**           **Committee Member** - None

**ABSENT:**       **Committee Member** – Batres, Chung, Sanchez

#### **ADMINISTRATIVE ITEMS**

4. Athletic Facilities Update

Felipe Delvasto, CUSD Facilities Coordinator, provided an update on CUSD field conditions after a recent rain, miscellaneous turf renovation projects at CUSD facilities, and minor improvements that will be made to the Joat Park fields. He also announced that the softball field on Claremont High School's campus was progressing.

Richard Hecker, Landscape Maintenance Supervisor, reported that the City would conduct turf aeration shortly. He also reported that he was in the process of obtaining quotes to repair fencing at June Vail Park. He encouraged the Committee to consider utilizing funds from the Committee's Self-Imposed User Fund for the improvements, and Committee Member Dorman indicated he would submit an application at a later date.

Committee Member Dorman requested that staff look at the irrigation boxes at June Vail Park. Supervisor Hecker stated that the City's landscaping contractor would review.

Chair Ballesteros inquired about water coming from a valve at College Park. Supervisor Hecker reported that the valve in question was from Golden State Water's property and that he would follow up with them regarding that and a break in the fence.

Chair Ballesteros asked about how CHS's new softball field would affect CUSD's usage of Joat Park's fields and if it would result in a reduction in use by outside organizations. Coordinator Delvasto responded that the fields will continue to be utilized by CUSD teams and outside rental groups. Chair Ballesteros voiced concern about the maintenance of these fields due to the high volume of use, and

Coordinator Delvasto indicated CUSD recently conducted maintenance and is evaluating its maintenance fees for user groups.

Committee Member Dorman inquired about CUSD's agreement for using the field and Recreation and Human Services Manager Eric Ey informed the Committee that the fields are leased to CUSD, providing them with the ability to manage use of the field and responsibility for most maintenance items.

Committee Member Dorman also inquired about where the revenue from field rentals is directed and the terms of the lease agreement. Manager Ey responded that any revenue is collected by and retained by CUSD, and that the agreement was a long-term agreement.

Chair Ballesteros invited public comment.

There were no requests to speak.

Chair Ballesteros voiced concern that the fields should be kept in good condition for students. Coordinator Delvasto responded that the CUSD fee schedule is from 2008.

Discussion ensued about field maintenance at Joat Park, and several committee members encouraged CUSD to increase maintenance and seek additional revenue from outside groups to offset this additional maintenance. Additional discussion ensued about potential maintenance options as well as increased communication with CHS parents about CUSD's maintenance responsibilities. Chair Ballesteros encouraged CUSD to seek volunteer assistance to prepare fields after rainouts.

***The Committee received and filed the report.***

## **REPORTS**

### **Commission**

Greg Glass, Community and Human Services Commission liaison, reported that the Commission had met several times since the Committee last met. Commissioner Glass reported that the Commission voted in favor of renaming Cahuilla Park to Joat Park and provided background regarding the name. He also discussed the Commission and Tree Committee's role in revising the City's Tree Policies and Guidelines Manual. Commissioner Glass also highlighted the CBO funding program and the Commission's work on revising the funding guidelines. Lastly, Commissioner Glass highlighted the Commission's work on the Lewis Park Playground project, indicating the Commissioner referred the design back to staff for further revisions based on public comment.

### **Staff**

Ashley Dembiczak, Human Services Supervisor, provided an update on events and activities from the Recreation and Human Services Department. Supervisor Dembiczak reported that the name of the Department has been expanded to Recreation and Human

Services to better reflect program offerings. Supervisor Dembiczak invited the Committee to attend the upcoming Spring Celebration event at Memorial Park and noted that Musco, the City's field light contractor, had recently completed repair work at Padua Avenue Park. She also informed the Committee that Musco would be returning in the next several weeks to install new lighting control systems at La Puerta Sports Park and Larkin Park.

### **Committee**

Committee Member Dorman clarified the timeline for installing the new lighting control systems at La Puerta Park. He also inquired about the process for requesting repair of non-functioning field lights. Committee Member Dorman highlighted Foothill Storm's participation in the Arbor Day tree planting event at La Puerta Sports Park.

Committee Member Antillon inquired about gopher eradication efforts. Supervisor Hecker provided an overview of the City's landscaping contractor's efforts and timeline. Committee Member Antillon also requested the City provide dirt to fill gopher holes on the field and Supervisor Hecker indicated they would provide dirt on the north side of the field. Lastly, Committee Member Antillon requested repair of several lights and interior pest control, and Supervisor Hecker indicated he would relay the request to the facilities maintenance team.

Committee Member Terrel reported on Claremont Stars' program offerings and recent tournament wins.

Chair Ballesteros reported that Claremont Little League's opening day went very well and that the league is looking forward to hosting a state-wide tournament near the end of the season. Chair Ballesteros indicated she was coordinating with local businesses for sponsorship opportunities.

Discussion ensued regarding the watering schedule for City fields, and Supervisor Hecker provided clarification on watering procedures.

### **ADJOURNMENT**

Chair Ballesteros adjourned the meeting at 7:51 PM. The next meeting of the Youth Sports Committee will be on Tuesday, June 18, 2024, at 7:00 PM in the Santa Fe Room at the Alexander Hughes Community Center, 1700 Danbury Road, Claremont, CA 91711.

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Jenny Ballesteros  
Chair

ATTEST:

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Eric Ey  
Recording Secretary



**Claremont Youth Sports Committee  
Agenda Report**

TO: YOUTH SPORTS COMMITTEE

FROM: ERIC EY, RECREATION AND HUMAN SERVICES MANAGER

DATE: JUNE 17, 2025

**SUBJECT: YOUTH ATHLETIC SELF-IMPOSED IMPROVEMENT FUND  
BALANCE**

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**RECOMMENDATION**

Staff recommends the Youth Sports Committee receive and file the Youth Athletic Self-Imposed Improvement Fund Balance.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Eric Ey  
Recreation and Human Services Manager

Attachment:  
Youth Athletic Self-Imposed Improvement Fund Balance

City of Claremont Youth Sports Committee Self-Imposed User Improvement Fund Balance #110-223											
Group	2011-2021	SS2022	FW2022	SS2023	FW2023	SS2024	FW2024	SS2025	Sub-total	Expenditures to Date	Reserve Fund Balance
AYSO	\$ 92,935.00	\$ 3,645.00	\$ 4,125.00	\$ 2,500.00	\$ 5,500.00	\$ 2,750.00	\$ 4,500.00	x3750	\$ 115,955.00	\$ 56,966.17	\$ 58,988.83
Fast Pitch	\$ 7,440.00	\$ 450.00	\$ 285.00	\$ 525.00	\$ 440.00	\$ 595.00	\$ 470.00	\$ 450.00	\$ 10,655.00	\$ 8,931.57	\$ 1,723.43
JAAF	\$ 2,255.00	-	-	-	-	-	-		\$ 2,255.00	\$ 1,568.10	\$ 686.90
Little League	\$ 28,045.00	\$ 2,335.00	\$ 1,605.00	\$ 2,440.00	\$ 1,520.00	\$ 2,200.00	\$ 1,510.00	\$ 2,295.00	\$ 41,950.00	\$ 28,646.34	\$ 13,303.66
Mt. Baldy Aquatics	\$ 1,550.00	-	-	-	-	-	-		\$ 1,550.00		\$ 1,550.00
Stars	\$ 20,955.00	\$ 1,115.00	\$ 1,120.00	\$ 1,475.00	\$ 1,400.00	\$ 1,900.00	\$ 2,960.00	\$ 2,050.00	\$ 32,975.00	\$ 25,572.87	\$ 7,402.13
Storm	\$ 18,365.00	\$ 740.00	\$ 420.00	-	\$ 410.00	\$ 585.00	\$ 555.00	x555	\$ 21,075.00	\$ 11,036.35	\$ 10,038.65
Western Christian	\$ 11,345.00	\$ 150.00	-	\$ 200.00	-	\$ 230.00	-	\$ 175.00	\$ 12,100.00		\$ 12,100.00
Youth Basketball	\$ 17,715.00	\$ 1,500.00	\$ 1,530.00	\$ 1,530.00	\$ 1,500.00	\$ 1,580.00	\$ 1,555.00		\$ 26,910.00	\$ 2,496.56	\$ 24,413.44
US Youth Volleyball	\$ 3,365.00	\$ 205.00	-	\$ 535.00	\$ 250.00	\$ 450.00	\$ 585.00		\$ 5,390.00		\$ 5,390.00
Running Team	\$ 390.00	\$ 130.00	\$ 130.00	\$ 205.00	\$ 225.00	x225	\$ 325.00	x325	\$ 1,405.00		\$ 1,405.00
Youth Sports Committee	\$ -	-	-	-	-	-	-	-	\$ -	\$ 31,980.50	\$ (31,980.50)
TOTAL:	\$ 204,360.00	\$ 10,270.00	\$ 9,215.00	\$ 9,410.00	\$ 11,245.00	\$ 10,290.00	\$ 12,460.00		\$ 272,220.00	\$167,198.46	\$ 105,021.54

(-) no payment due  
(x) notified of payment  
(?) no update on field use

PAYMENT MISSING

**Claremont Youth Sports Committee  
Agenda Report**

TO: YOUTH SPORTS COMMITTEE

FROM: ERIC EY, RECREATION AND HUMAN SERVICES MANAGER

DATE: JUNE 17, 2025

**SUBJECT: LIGHT USAGE REPORT**

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**RECOMMENDATION**

Staff recommends the Youth Sports Committee receive and file the Light Usage Report.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Eric Ey  
Recreation and Human Services Manager

Attachment:  
Light Usage Report

**City of Claremont**  
**Youth Sports Committee Lights Usage Tracking 110-0000-4676**

Group	City Lit Fields Used	CUSD Lit Fields Used	2013-2019	SS 2020	FW2020	SS22	FW22	SS23	FW23	SS24	FW24
AYSO	Padua Park, La Puerta Park, Larkin Park	Mt. View School,	\$ 39,688.41	\$ 1,305.00	\$277.50	\$2,790.00	\$2,790.00	\$1,590.00	\$10,980.00	\$6,625.00	\$11,430.00
Fast Pitch	Wheeler Park	No Facility Use	\$ 6,239.50	\$1,635	\$915.00	\$454.04	\$1,530.00	\$1,440.00	\$1,365.00	\$2,595.00	\$855.00
JAAF Wolfpack	Wheeler Park	Cahuilla Park, CHS	\$ 514.95	—	—	—	—	-	-	-	-
Little League	College Park, Wheeler Park	No use	\$ 37,202.10	\$ 3,660.00	\$2,550.00	\$12,063.30	\$4,620.00	\$7,635.00	\$4,950.00	\$8,730.00	\$5,775.00
Claremont Stars	La Puerta Park, Padua Park	Mt. View School, Vista School	\$2,900.49	-	-	\$3,175.50	\$5,293.50	\$1,200.00	-	-	\$420.00
Foothill Storm	La Puerta Park, Padua Park	Mt. View School	\$ 6,314.13	-	\$1,037.50	-	-	-	-	-	-

Stars and Storm, paid for their light usage of fi

Dollar amount listed for AYSO reflects the amount paid for that season by all three organizations prior to SS2017.

x - Notified of Payment Due

(+) Amount Due

**Claremont Youth Sports Committee  
Agenda Report**

TO: YOUTH SPORTS COMMITTEE

FROM: ERIC EY, RECREATION AND HUMAN SERVICES MANAGER

DATE: JUNE 17, 2025

**SUBJECT: COMMITTEE POLICIES, PROCEDURES, AND ROLE**

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**RECOMMENDATION**

Staff recommends the Youth Sports Committee receive an oral update regarding the Committee's policies, procedures, and role.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Eric Ey  
Recreation and Human Services Manager

**Attachments:**

- A - Youth Sports Committee Policies and Procedures
- B - Youth Sports Committee Field Use Regulations
- C - Youth Sports Committee Field Allocation Regulations
- D - Youth Sports Committee Opening Day, Special Event, and Tournament Policy
- E - Youth Sports Committee Code of Ethics



## POLICIES AND PROCEDURES CLAREMONT YOUTH SPORTS COMMITTEE

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A Standing Committee of the  
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

### A. MISSION STATEMENT

The Mission of the Youth Sports Committee is to be fair and equitable in coordinating the needs of all youth sports organizations' participants nineteen (19) years of age and under in the City of Claremont, while managing the City and School District's resources.

Identify and anticipate future facility and maintenance needs.

Oversee fair and equitable consideration to all youth sports organizations in the community.

### B. FUNCTION

The functions of the Youth Sports Committee shall include but not be limited to the following:

1. Advise the Community and Human Services Commission on the progress made by local youth sports organizations and recommend ways in which the City can help encourage the participation of youth in existing sports programs.
2. Encourage Youth Sports Committee organizations to work together to help promote youth sports and that programs are enjoyable for youth.
3. Advise, recommend, assist, and encourage activities and programs for the sports programs of Claremont.
4. Identify sources of possible technical advancement, field and facility enhancement, and opportunities for youth sports programs.
5. Assist staff with assigning both City and School District fields and facilities for youth sports organization use.
6. The Committee shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

### C. MEMBERSHIP

1. The committee shall consist of one representative from each qualifying youth sports organization. The qualifying youth sports organization must be in "good standing" as defined by these policies. A youth sports organization representative must attend Youth Sports Committee meetings. Representatives must have the ability to make decisions on behalf of their organization.

2. In the event of an even number of youth sports organizations, the Community and Human Services Commission may appoint a member, or members, at large to maintain an odd numbered committee. The appointment process will begin when a new Youth Sports Organization request is reviewed by the Community and Human Services Commission or when a current member organization leaves the committee.
3. The committee shall assign each organization one vote on the Youth Sports Committee.
4. Members of the same household may not serve on the same committee.
5. Committee member annual terms are from September 1<sup>st</sup> through August 31<sup>st</sup>.
6. Qualifying youth sports organizations in good standing must designate their Youth Sports Committee representative for the following annual term by July 1<sup>st</sup> of each year.
7. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
8. Members shall attend meetings and participate in the activities of the committee.
9. Should a new youth sports organization wish to join the Youth Sports Committee they must meet all criteria and the timeline for their approval process will be as follows:
  - a. Field Allocation Starting in July
    - January: Submit Membership Request and Supporting Documentation to City of Claremont Staff.
    - March: Youth Sports Committee Review
    - April: Community and Human Services Commission Review
    - June: If approved, submission of Field Allocation Requests for July-December.
  - b. Field Allocation Starting in January
    - July: Submit Membership Request and Supporting Documentation to City of Claremont Staff.
    - September: Youth Sports Committee Review
    - October: Community and Human Services Commission Review
    - December: If approved, submission of Field Allocation Requests for January-June.

10. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
11. The Commission liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the Commission all pertinent information about committee activities.
12. The Claremont Unified School District will have one staff person participate on the Committee to act as a liaison between the Committee and the School District. Liaison is a non-voting position.
13. The committee shall include at least one staff representative from the Recreation and Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
14. The committee shall include at least one staff representative from the Community Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
15. The Staff liaison(s) will update the Community and Human Services Commission on current members annually.
16. All youth sports organizations are required to adhere to their own organization's approved code of ethics, as well as the Youth Sports Committee Code of Ethics.
17. Qualifying youth sports organizations must meet the following requirements in order to remain a committee member in good standing. Any organization not adhering to these requirements may lose their good standing status and may be suspended or ejected from participation on the Youth Sports Committee, therefore forfeiting their voting and field allocation rights.
  - a. Bi-annually during the normal field allocation process, committee member youth sports organizations must complete the following steps:
    - Submit team rosters listing participant's names, city of residency or school, team coach, and assistant coach of the organization's previous season which serve as proof of correct residency ratio.
    - Submit complete list of names, addresses, telephone numbers, and email address of current Board of Directors.
    - Submit proof of insurance coverage which is current for the length of the allocation period.
    - Comply with State Gender Equity requirements.
    - Submit proof of current non-profit status with the State of California.
    - Submit the proper City and/or School District facility use forms.
    - Pay the required field, facility, and/or lighting usage fees determined by the City and School District.
    - Submit a master calendar including seasonal tryout, practice, and game schedules, as well as all other organization activities.



- Agree to the Self-Imposed Athletic Facility Fee of \$5.00 per athletic participant per field allocation process.
- b. Complete and submit all City or School District required documentation within 30 days of the request.
- c. Fully comply with the City's direction and requirements for fingerprinting/Live Scan per government standards.
- d. Require the annual attendance by the organization's representative at a majority of all regular meetings to be considered a voting member in good standing. Voting members in good standing shall be given priority in facility assignments.

#### **D. OFFICERS**

1. The committee shall nominate and select a chairperson and vice chairperson from its membership every September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31<sup>st</sup>.

#### **E. AD HOC COMMITTEES**

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

#### **F. MEETINGS**

1. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the third Tuesday of September, December, March, and June at 7:00 PM.
2. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
3. Meeting minutes, prepared by City Staff, must be distributed with the agenda prior to the meeting.

4. Committee meetings must adhere to the requirements of the State of California Brown Act.

## **G. STANDING RULES**

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.
3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

## **H. RESIDENCY REQUIREMENT**

1. The residency requirement is that 65% of the Claremont youth organization's registered participants using a City or School District sport facilities and/or fields be Claremont residents or attend Claremont schools.
2. The exceptions to the residency requirement are the Claremont Foothill Storm which is allowed thirteen (13) teams and the Claremont Stars which is allowed ten (10) teams who will be grandfathered in at 51%. Any expansion of new teams will need to adhere to the 65% residency rate.
3. Claremont Youth Sports organizations shall be grouped into two classifications.
  - a. Claremont Youth Sports organizations which meet the City's residency requirement and are, therefore, eligible to join the Youth Sports Committee.
  - b. Claremont Youth Sports organizations which do not meet the City's residency requirement and are, therefore, not eligible to join the Youth Sports Committee.
4. Claremont Youth Sports organizations, which do not meet the City's residency requirements and are not a member in good standing with the Youth Sports Committee and rent City or School District facilities and/or fields, shall make specific arrangements with either the City or the School District staff, and pay the standard facility and/or field use fees including any and all lighting fees. Scheduling of facilities and/or fields for use by these organizations is the last priority.
5. Approved sanctioned tournaments conducted by Claremont sport organizations, which are members of the Youth Sports Committee, are exempt from non-resident fee surcharges.
6. Enforcement and verification of residency requirement shall be handled in the following manner:

- a. On an annual basis, the president or commissioner of each Claremont based sports organization shall submit to the City of Claremont, via the Youth Sports Committee, a signed agreement certifying the total registration (resident and non-resident) of the sports organization, the total Claremont resident registration, and the percentage of Claremont residency of its registration. The signed certification agreement shall include the understanding that the City, Youth Sports Committee, and/or School District may require verification to its satisfaction of registration, at its discretion, to ensure the accuracy of information. The annual calendar year residency verification shall be submitted to the Human Services Department within thirty (30) days of the last date of registration in the generally accepted peak season for participation in the group's program.
- b. Youth sports organizations may request an audit of another sports organization's registration. Requesting organizations shall bear the City's cost of conducting the verification as a deposit prior to the audit. This cost shall be refunded if the verification finds that the audited group does not meet the City's residency requirements. Organizations found not in compliance with the residency requirements will pay the verification costs and penalties to the City and School District.
- c. Any Youth Sports Committee member organization found to be non-compliant will be reviewed by the Youth Sports Committee. The Youth Sports Committee will forward a recommendation to the Community and Human Services Commission. The penalties may include having field allocation reduced or completely rescinded, or complete loss of Youth Sports Committee Membership.

## **I. RESERVE FUNDS**

### **1. Youth Athletic Facility Self-Imposed User Improvement Fund**

A short-term reserve fund comprised of participation fees from each Youth Sports Committee organization. Each organization has funds allocated based on the participation fees. Funds will be dispersed by the Youth Sports Committee for projects at the request of a specific organization.

### **2. Youth Sports Committee Reserve Fund**

A long-term reserve fund comprised of unspent Youth Athletic Facility Self-Imposed User Improvement Funds that were not dispersed in any given fiscal year. Funds will be dispersed by the Youth Sports Committee for projects that may benefit any youth sports organization.

### **3. Fund Allocation Process**

- a. Each youth organization will submit its participation numbers to the Youth Sports Committee during the field/facility allocation process in December

and June. The spring/summer season usage (January 1 – June 30) allocations are approved by the Youth Sports Committee at its December meeting. The fall/winter season usage (July 1 – December 31) allocations are approved by the Youth Sports Committee at its June meeting.

- b. Once participation numbers have been submitted, an organization will be invoiced \$5 per user.
- c. Each organization will submit the number of participants that receive a 25% or greater scholarship for their program. Participants that meet the scholarship criteria will not be charged the \$5 fund and the organization will not be required to submit funds on their behalf.
- d. Once an organization's funds have been collected, the organization may utilize 100% of those funds to complete approved projects prior to June 30 of that fiscal year. The approval process requires that organizations identify and present to the Youth Sports Committee a project or projects they would like to complete to enhance the athletic facility/facilities. The organization must meet with City and/or School District staff to get approval to complete the project. Independent contractors may only be used with prior approval by City or School District staff. Every project must meet all City and School District standards and requirements (e.g. building codes, safety regulations, etc.).
- e. Projects may vary in amount and may take years to accomplish. Funds may be allocated and set aside for future projects. It is up to the Youth Sports Committee to identify projects and move them through the process. It will be the responsibility of the Youth Sports Committee or its members to determine potential projects, costs, and timelines.
- f. Once a project has gone through the approval process, it will be placed on the next regularly scheduled Youth Sports Committee meeting agenda as an administrative item. Once approved by the Youth Sports Committee, the project may then be completed. When the project is complete, a demand request will be submitted, and the contractor or agency performing the work will be provided a check within 2 – 3 weeks, which is the City's normal demand process.
- g. Each organization's Youth Athletic Facility account will be established and reconciled monthly to allow each organization to view their account balance. At the end of every fiscal year (June 30), all individual funds remaining in the organization's Youth Athletic Facility account will be rolled into the Youth Sports Committee Reserve Fund to be used for Youth Sports Committee-approved projects by any Youth Sports Committee organization.
- h. Exceptions may be made upon the approval of the Youth Sports Committee, for the following reasons:

- 1) A project requires funding in excess of the amount an organization collects in participant funds in one year.
- 2) Work on a project they can carry over into a subsequent fiscal year or will take multiple years to complete.
- 3) Funds are encumbered for a project to be completed in the future.

#### **J. ADDITIONAL REGULATIONS**

1. Code of Ethics
2. Field Allocation
3. Field Use

Originally Adopted 7/16/1990  
Revised and Adopted 2/7/24



## CLAREMONT YOUTH SPORTS COMMITTEE FIELD USE REGULATIONS

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### A. RULES AND REGULATIONS OF FIELD USAGE

1. A designated responsible adult representative of the organization must be present at all times during any organization's use of City or School District facilities.
2. An approved Youth Sports Committee resident team must be on athletic fields at all times. At no time may an organization allow non-resident teams to compete against each other on any City of Claremont Athletic Field. Non-resident teams are not permitted to practice on Claremont Youth Sports Committee resident organization practice fields.
3. Games and practices are not to begin earlier than 8:00 a.m.
4. Games and practices are not to end later than 9:00 p.m. at lighted facilities and dusk at non-lighted facilities. Any event extending past the 9:00 p.m. curfew must have the prior approval of the Human Services Director.
5. The user organization accepts the facilities in "AS IS" condition.
6. Facility use must be consistent with the type of play permitted for each facility unless otherwise approved by the City (i.e., No soccer play on baseball fields).
7. The City of Claremont reserves the right to cancel and/or re-schedule a reservation when necessary due to conflicts, weather conditions, priority usage, and any circumstance deemed appropriate for said cancellation.

### B. ATHLETIC FIELD STORAGE FACILITIES

1. Storage facilities are made available free of charge to local seasonal user groups and may be shared with another scheduled user of the facility if space permits.
2. All user equipment must be stored in a neat orderly manner.
3. Upon conclusion of seasonal play, all equipment may be removed if required within fourteen (14) days and/or a clean-up fee, based on actual expenses incurred and overhead will be charged.
4. Equipment stored in the facility is not the responsibility of the City. Unnecessary equipment stored in the facility may be removed at the user group's expense.
5. Equipment which has been issued by the City and misplaced, lost or stolen will not be replaced by the City. Organizations may replace said equipment for future use.

In consideration of the use of the facility, the user organization agrees to indemnify, defend, and hold harmless the City of Claremont, its officers, employees, and volunteers from all liability, claims, suits or judgments which may arise from the use of the premises, excepting those claims, suits or judgments arising out of the sole and intentional negligence of the City of Claremont.

### C. SPECIFIC PARK RULES

1. La Puerta Park
  - a. Facility athletic lights can operate Monday through Thursday evenings until 9:00 p.m., each night, from September 1 – March 31, each year, per the facility Environmental Impact Report.
  - b. No formally organized sports competition may be held on Sundays unless a

permit has been authorized by the Community and Human Services Commission; except when games set for other days must be rescheduled because of rain, they may be played on Sunday without obtaining a permit up to four times in a calendar year.

2. Padua Avenue Park

- a. Facility athletic lights can operate Monday through Thursday evenings until 9:00 p.m., each night, from September 1 – March 31, each year, per the facility Environmental Impact Report.
- b. No formally organized sports competition may be held on Sundays unless a permit has been authorized by the Community and Human Services Commission; except when games set for other days must be rescheduled because of rain, they may be played on Sunday without obtaining a permit up to four times in a calendar year.
- c. Environmental Impact Report states that noise levels shall not exceed sixty-five (65) dBA decibels during organizations activities. Twice during an organizations season, the City shall monitor noise levels around the park to ascertain whether or not the youth sports Organization is complying with City standards. Repeated violations of City noise standards will be grounds for revocation of the facility use permit at the discretion of the City Manager.

3. College Park

- a. The use of College Park lights and amenities are subject to the Good Neighbor Agreement between Claremont Little League and the neighborhood of Elder Drive and Green Street.

**Note:** Failure to follow these rules and regulations may result in the suspension or loss of an organization's use of City facilities.

Revised and Adopted 05/05/2021



## CLAREMONT YOUTH SPORTS COMMITTEE FIELD ALLOCATION REGULATIONS

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### A. DEFINITIONS

1. Primary User – This is a Youth Sports Committee qualified organization and as such has first priority for field use during the season in which they are classified as a primary user. Example: American Youth Soccer Organization – primary user during the fall/winter allocation season, Claremont Little League would be viewed as a secondary user.
2. Secondary User – This is a Youth Sports Committee qualified organization. A secondary user may obtain field use allocations only if a field is not usable by a primary user, all primary users have received all the field time requested, and there is field time not allocated to primary users.
3. Resident – Any participant that lives in Claremont or attends a Claremont based school will be considered a resident by the Youth Sports Committee for priority status evaluation and allocation percentage of City and School District athletic facilities.
4. Non-Resident – For the purpose of this document, non-resident shall be defined as any individual living outside the boundaries of the City of Claremont that does not attend a Claremont based school. Non-resident groups or teams having less than 65% of the participants living within the City or not attending a Claremont based school shall be classified as non-resident.
5. Participant – Shall include only those players up to and including nineteen-year old's that are fully registered with a user organization. Non-players such as coaches, officials, staff, etc., shall not be included in the total number of organizational participants for the purposes of allocating fields and or shall be counted in the over-all percentage of residency.

### B. ALLOCATION PROCEDURES

1. Each Claremont Youth Sports organization is required to submit an Athletic Field Use Request for City and School District athletic fields to the Human Services Department during the fall/winter, spring/summer athletic field allocation process. Users that fail to submit the required athletic field application forms before a deadline, as established by the Committee, may not receive some or any of the fields requested.
2. Each organization filing an Athletic Field Use Request via the Youth Sports Committee will be required to submit the following information to the Human Services Department during each athletic field allocation process:
  - a. Complete team rosters including: Participants' name, city, zip code and phone number. These rosters serve as the purpose of proof of residency and ensure the 65% residency policy. City staff may call names from submitted rosters at any time to verify participation with said league/organization.



- b. Complete list of names, addresses, telephone numbers, and email addresses of current Board of Directors.
  - c. Certificate of Insurance and Endorsement (coverage not to expire during allocation period).
  - d. Comply with State Gender Equity requirements.
  - e. Submit proof of current non-profit status with the State of California or proof that league falls within definition of non-profit organization as specified by the State of California.
  - f. Submit the proper City and/or School District facility use forms.
  - g. Pay the required field, facility, and/or lighting usage fees determined by the City and School District.
  - h. Submit a master calendar to include:
    - Tryouts/Draft Skills Evaluation (date, time, place)
    - Date practices begin
    - Date league games begin
    - Date league games end
    - Dates of tournaments hosted by league
    - Dates of All-Star practices and games
    - League schedule for opening and closing dates
    - Dates of all other organization activities which may require fields or facilities
3. Failure to submit this information within the specified times may result in loss of priority status, as well as possible loss of some or all requested fields.

#### **C. CLAREMONT UNIFIED SCHOOL DISTRICT FIELDS AND FACILITIES**

The City of Claremont Human Services Department coordinates the use and allocation of City parks, athletic fields and facilities, and selected athletic facilities of the Claremont Unified School District. Organizations' field needs may be met by using a combination of City and School District facilities.

#### **D. RELEASE OF FIELDS**

1. Any user organization that has been allocated space and does not intend to use it regularly, should notify the Human Services Department of their intent to release their allocation. Released allocations will be evaluated and re-allocated per the allocation guidelines.
2. At no time will subletting or swapping of allocations be permitted between organizations. All released fields will be re-allocated through the Human Services Department.

Revised and Adopted 05/05/2021



## **CLAREMONT YOUTH SPORTS COMMITTEE OPENING DAY, SPECIAL EVENT, & TOURNAMENT POLICY**

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### **1. Special Park Permit**

A special park permit is required for any opening day ceremony, tournament, or special event hosted by a sports organization. An application must be submitted at least 12 weeks in advance to the Recreation and Human Services Department.

### **2. Special Event Insurance**

Each league shall obtain special event Insurance (either through their own carrier or through the City of Claremont).

### **3. Schedule of Events**

Each league shall provide a schedule of the day's events to the Recreation and Human Services Department.

### **4. P.A. System**

Any request to use a P.A. system shall be approved prior to its use, and submitted in writing its intent and length of time the P.A. system is to be used.

### **5. Restroom Accommodations**

Additional restroom accommodations may be required and addressing maintenance of park restrooms during opening day or tournaments.

### **6. Trash Containers**

Each league shall arrange for additional trash containers and schedule removal of the trash containers.

### **7. Outdoor Vending**

The City must approve an and all vendors. Vending on City property without a permit is unlawful. Outdoor vending of food must be approved 12 weeks in advance and meet L.A. County Health and safety standards for outside vending of food.

### **8. Attractions**

Any type of attraction must be approved in advance by the Recreation and Human Services Department.

### **9. Electrical Sources**

Use of electrical sources above normal facility use must be approved by the Recreation and Human Services Department.

### **10. Alcohol Use**

Claremont Municipal Code section 11.04.010 regulating alcohol use will be enforced.

### **11. Tournaments**

- a. Each league will be required to submit a special application for tournaments at least 12 weeks in advance.
- b. Submitted application must meet the 51% requirement of resident players. If the filed application does not meet the 51% standard, a field use fee will be applied.



## CLAREMONT YOUTH SPORTS COMMITTEE

### CODE OF ETHICS

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The Youth Sports Committee (YSC) strongly believes in the benefits of participation in organized youth sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of the YSC is to provide the programs and venues for young people of all backgrounds to participate and enjoy a variety of youth sports while maintaining a safe, positive, and wholesome environment.

#### **1. Proper Youth Sports Environment**

YSC must consider and carefully choose the proper sports environment for their participants, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants, and the proper level of physical and emotional stress.

#### **2. Fostering Well-Being of Children**

YSC must provide youth sports programs that are developed and organized to enhance the emotional, physical, social, and educational well-being of children.

#### **3. Drug, Tobacco & Alcohol-Free Environment**

YSC must encourage a drug, tobacco, and alcohol-free environment for their participants during YSC sanctioned events.

#### **4. Positive Role Models**

YSC, organizations administrators, officials, coaches, parents, and players must provide positive role models, exhibiting sportsmanlike behavior at games, practices, and sanctioned events. YSC coaches must lead by example in demonstrating fair play and sportsmanship to all players and place the emotional and physical well-being of the players ahead of any desire to win.

#### **5. Safe Playing Environment**

YSC must insist on safe playing facilities, healthful playing situations, and first aid applications, should the need arise.

#### **6. Equal Opportunity**

All YSC youth regardless of race, creed, sex, sexual orientation, gender, ability, skill, and economic status will have an equal opportunity to participate in sports. All YSC groups will adhere to the State AB2404 Gender Equity Requirements.

The City of Claremont does not discriminate on the basis of disability in the admission or access, or treatment, or employment, or volunteer, in its programs or activities.

## **7. Respect for Facilities**

Respect for facilities is to be emphasized by parents, participants, coaches, and all YSC groups. Trash is to be disposed of properly at all City and School District facilities. Balls and other items should not be hit or kicked against fencing, buildings, or walls. All children should be within an area that can be supervised at all times. Trash cans, bleachers, soccer goal posts, and other equipment is not to be moved unless prior authorization has been given.

## **8. Human Relations**

YSC groups shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

Revised and Adopted 05/05/2021

**Claremont Youth Sports Committee  
Agenda Report**

TO: YOUTH SPORTS COMMITTEE

FROM: ERIC EY, RECREATION AND HUMAN SERVICES MANAGER

DATE: JUNE 17, 2025

**SUBJECT: ATHLETICS FACILITIES UPDATE**

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**RECOMMENDATION**

Staff recommends the Youth Sports Committee receive an oral update and discuss field maintenance issues related to City and CUSD athletic fields.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Eric Ey  
Recreation and Human Services Manager