EXHIBIT C
CITY OF SANTA ANA
PARKS, RECREATION & COMMUNITY SERVICES AGENCY
2014 FIELD ALLOCATION PERMIT APPLICATION
AND REQUIRED DOCUMENTS

By submitting this application, I understand the conditions required for consideration for a Field Allocation Permit as described below and agree to abide by them and I have read and understand the Athletic Facilities Policies and Procedures and agree to abide by them.

In order to be considered for a Field Allocation Permit, the Filed Allocation Application and all attachments must be completed accurately, thoroughly, an legibly and submitted to Reservations Administration.

Hand Deliver to:
Reservations Administration
Centennial Park
3006 Centennial Rd.
Santa Ana, CA 92704
(Corner of Edinger Ave and Fairview St.)
Office Hours: M-F 8am to 5pm
General Ph # (714) 571-4225

or

Mail to:
City of Santa Ana - PRCSA
20 Civic Center Plaza
P.O. Box 1988
Santa Ana, CA 92702 – M-75
Attn: Reservations Administration

A $25.00 per year Permit Processing Fee is required. Check Payable to: City of Santa Ana
Please call 714-571-4225 for assistance.

ORGANIZATION:
Name of Organization: ____________________________
Mailing Address: __________________________________
Business Phone: __________________ Email Address: __________________

ORGANIZATION’S OFFICERS:
President Name: ____________________________
Home Phone: ___________________ Cell Phone: __________________
Work Phone: ___________________ Email Address: __________________
Vice-President Name: ____________________________
Home Phone: ___________________ Cell Phone: __________________
Work Phone: __________________________ Email Address: __________________________
Secretary Name: __________________________
Home Phone: __________________________ Cell Phone: __________________________
Work Phone: __________________________ Email Address: __________________________
Other Officer Name: __________________________
Position: __________________________
Home Phone: __________________________ Cell Phone: __________________________
Work Phone: __________________________ Email Address: __________________________

Please designate the form of business held by your sport organization:

 □ Santa Ana Business
 □ 501 C (3)

What definition of “youth” does your organization use?

________________________________________________________________________

________________________________________________________________________

Payments may be made weekly, bi-monthly (twice a month), monthly, or by season and must be adhered to unless a change request is approved. The form of payment that I choose to pay is:

 □ Weekly
 □ Bi-monthly (twice a month)
 □ Monthly
 □ By Season

Please submit the following documentation together with this application form and the $25.00 Permit Processing Fee: Check payable to: City of Santa Ana

□ Documentation to verify the Organization’s Form of Business as follows:

Legal Non-Profit: In order to verify an entity’s status as a legal non-profit sport organization, each entity applying for a field permit must submit the following documents as part of the registration process:

- A conformed copy of your entity’s organizing document (e.g., Articles of Incorporation, Articles of Organization, Trust Indenture, etc.). The California Secretary of State will provide a conformed copy of an entity’s organizing document upon written request.
- A copy of the letter from the Internal Revenue Service approving your organization’s federal tax-exempt status (Application for Recognition of Exemption under IRC 501 (c) (3)). (Please note that if you are currently a member of a national non-profit organization, the City will require information on how your organization operates within that structure).
- A conformed copy of the “Certificate of Good Standing” issued by the California Secretary of State (http://www.sos.ca.gov/business/bpd_forms.htm#bc).
• For information on how to become a 501 (c) (3) please visit the IRS website at www.irs.gov or call toll free at 1-800-829-3676.
• Proof of a valid business license with the City of Santa Ana. This requires that you pay a business tax and a registration fee.
• If your business is located in Santa Ana, you will also be required to pay an Occupancy Inspection Fee.
• For more information on how to obtain a City of Santa Ana business license, please contact the City of Santa Ana Treasury Division at 714-647-5440.

**Legal For-Profit:** In order to verify an entity’s status as a legal for-profit sport organization, each entity applying for a field permit must submit the following documents as part of the registration process:

• Proof of a valid business license with the City of Santa Ana. This requires that you pay a business tax and a registration fee.
• If your business is located in Santa Ana, you will also be required to pay an Occupancy Inspection Fee.
• For more information on how to obtain a City of Santa Ana business license, please contact the City of Santa Ana Treasury Division at 714-647-5440.

☐ A copy of a certificate of insurance including endorsements approved by the City Attorney’s Office. Please contact Reservations Administration at 714-571-4225 for assistance with this requirement.
☐ A check in the amount of $200.00 made payable to the City of Santa Ana for deposit if you are a new applicant. If you are a returning applicant your existing deposit will roll over.
☐ A check in the amount of $25.00 made payable to the City of Santa Ana for the Permit Processing Fee.
☐ A copy of documents verifying current federal and state tax compliance, the organization’s annual operating budget, and the annual financial report.
☐ Documentation from each player to verify players’ residency and age if the sport organization has been authorized to use previously submitted rosters.
  - Acceptable forms of residency for adult players include a California driver’s license or identification card, utility bill, tax returns, credit card statements, bank statements, or car registration with the name and address of the player.
  - Acceptable forms of residency for youth players include a school identification card, school report card, medical card, or letter on official letterhead from the player’s school or medical service provider. Each form of residency verification must have the name and address of the player and/or the player’s parent or guardian as it is stated in the roster.
☐ A copy of your sport organization’s Code of Conduct.
☐ Sport Organization Survey
☐ Santa Ana Business License (required by all organizations weather non-profit or not)

I understand and agree that:

1. My sport organization, ___________________________________________ is independent of the City of Santa Ana and decisions regarding its functions and activities are the sole responsibility of the organization.
2. The City of Santa Ana assumes no jurisdiction over the administration, operation, and/or planning of my organization’s activities.
3. I am responsible for conducting my organization’s business in a professional manner and to maintain an organizational structure that will be conducive to good business practices.
4. I must comply with the laws, rules, and regulations set forth by the City of Santa Ana and to cooperate with the PRCSA in its efforts to develop and implement rules, policies, and standards that will promote and foster good sportsmanship, fair and equitable practices, and positive problem solving.
5. It is my responsibility to ensure the quality of interaction between my coaches and players and that the PRCSA reserves the right to at some point in the future require my organization to conduct background checks on all youth sports coaches as part of the Field Allocation Permit application process.
6. It is my responsibility to verify the accuracy of registration information submitted by my players, including but not limited to the residency and age of all players, to the best of my ability. I further understand and agree that if information submitted is found to be inaccurate or fraudulent by the PRCSA, my organization may face adverse administrative action for failing to be vigilant in verifying player information.
7. I must have at least one responsible adult representative present during the entire use of the facility and I must have a minimum of one adult, including parents present for every fifteen minors in the group.
8. I am responsible for the actions of my members and I must maintain control of my members.
9. It is my responsibility to keep participants and spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations.
10. I or my designee must call 911 in case of emergency and I must report all injuries and incidents involving fights, confrontations, or similar problems to the Reservations Desk within 48 hours.
11. I or my official will be called upon to answer for any actions of our members that are detrimental to the safety and enjoyment of city facilities by others and that I may face adverse administrative action for violations caused by any of my members and/or for failure to report incidents or to follow up with appropriate action against my members.
12. I and my organization’s representatives are expected to conduct ourselves in a professional manner while conducting business with the Reservation Desk and while using city facilities. Professional behavior is expected in all interactions with staff at PRCSA headquarters as well as out in the field. Unprofessional, rude, and offensive behavior exhibited by a sport organization representative towards city staff may be cause for adverse administrative action taken against that league and/or the forfeiture of the league’s Field Allocation Permit.
13. My soccer organization is not required to be a member of SASA or SAYSU in order to apply for a Field Allocation Permit, however my organizations is required to utilize SASA or SAYSU as the first resort to raise soccer-related issues and concerns and to provide input to PRCSA for consideration.
14. My sport organizations will be subject to review by PRCSA in case of any violations and infractions by my organization’s members and I must abide by the final decision made by the PRCSA Executive Director.
15. My sport organization may be evaluated on a regular basis and an “Annual Report Card” will be issued based on my organization’s compliance record, adherence to policies and procedures, and overall conduct, both positive and negative. The report card will be a confidential process between PRCSA and my sport organization to identify the strengths and weaknesses of the organization. The report card may be used as a method to identify areas in need of improvement and may serve as one of the
considerations in allocating fields and/or as a basis for sanctions related to policies and procedures violations

__________________________  ____________________________
Applicant Name              Title

__________________________  ____________________________
Signature                   Date
City of Santa Ana Sport Organization Survey 2012

Your completed survey is required as part of the Field Allocation Permit application. Your responses will remain anonymous and only visible to PRCSA staff and will be used to better assist the PRCSA in allocating resources to the various sport programs in Santa Ana. Please submit your completed survey together with your application and other required documents.

Part I: Organizational Structure

1. Name of Organization/League:

2. Type of Sport:

3. Your name & title:

4. # of employed staff: _______ # of un-paid volunteers: _______ # of coaches:

5. Where do you recruit your coaches from?

6. Do your coaches undergo a background check? YES NO

7. What training, if any, do your coaches receive?

8. How many years have you operated in Santa Ana:

9. Organizational Structure (Circle one of the following):
   A. Nonprofit organization
   B. City of Santa Ana business

10. Do your teams play other teams outside of your league? YES NO
    A. What other leagues or associations do you work with/compete with the most:
    
    B. Is your league part of an umbrella league? YES NO
       • If “YES”, which one?

11. Are your teams (Circle all that apply):
    A. Adult-Men
    B. Adult-Women
    C. Youth
    D. Open-division (15+/adults)

12. What age groups do you serve (circle ALL that apply) and how often do they practice:

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<thead>
<tr>
<th>AGE</th>
<th>HRS/WK PRACTICE</th>
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<td>U-17</td>
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<td>Other</td>
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Other information you want us to know:
13. How do you recruit players?

______________________________

(Please attach the registration and membership forms that you distribute to players)

14. Do you feel that all youth in Santa Ana that want to play sports are being served in Santa Ana? 
   YES  NO  If “NO”, how many youth do you think are not being served? __________

15. When you talk to families, what barriers to playing sports do they mention?
   A. Location of practice/ transportation problems
   B. Cost of participating (registration, fees, etc)
   C. Cost of equipment (uniforms, cleats, balls, etc)
   D. Lack of time
   E. Other __________________________

16. Which of the following does your league register:
   A. Individual players only
   B. Teams only
   C. We register individuals and teams
   D. Other: __________________________

17. When you assign players to various teams, how do you decide what player is on which team? 
   (Rank the following in order of importance)
   A. Player’s skill level
   B. Where player lives (what neighborhood)
   C. If player lives in Santa Ana
   D. Other __________________________

18. How do you gain resources for your league? (Mark all that apply)
   A. Fundraisers (explain: ____________________________________________)
   B. Corporate sponsors (List names: ________________________________________)
   C. Player registration fees (Cost per player per year: __________)
      • How do you determine the rates per player? ________________________________
      • If a family cannot afford the fees, do you sponsor players or give scholarships? 
        YES  NO
   D. Player ID Card fees (Cost: ________)
   E. Referee fees (Cost to player per game: ________)
   F. Tournament fees (Cost to player per game: ________)
   G. Admissions fees (Cost per person per game: ________)
   H. Other fees that players must pay: (explain: ________________________________________)

19. Do you travel for league games? YES  NO
   A. If “YES”, where? ______________________________________________________
   B. If “YES”, how do you cover the cost?
      __ The league pays  __ Each player pays  __ Other ______________________
Part 2: Field Use

1. Do you use fields in Santa Ana?  ____ YES  ____ NO

2. Please list all fields you use (including outside Santa Ana) and put an “X” in the frequency of use below:

<table>
<thead>
<tr>
<th>Name of Field</th>
<th>Name of City</th>
<th>Use Daily</th>
<th>1-2x/ Wk</th>
<th>1x/ Wk</th>
<th>3-5x/ Mo</th>
<th>RATE PAID FOR FIELD</th>
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3. How does your organization assign teams to fields?
   A. Location of players
   B. Size of field
   C. Division of play
   D. Availability of field
   E. Cost of renting field
   F. Other
   ____________________________________________________________

4. In thinking about the rates/amounts you pay for each field, can you tell us if these rates have changed over time?
   A. When did they change? Please explain: ________________________________________________________________
   B. Do you base your team registration fees on changes in field use fees?  ____ YES  ____ NO

5. Are there fields that you feel are not used enough or not being used in Santa Ana? Please take time to explain below:

<table>
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<tr>
<th>Name of Under-Used Field</th>
<th>Reason you feel it is under-used</th>
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6. Are there fields that you feel are over-used in Santa Ana? Please take time to explain below:

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<th>Name of Over-Used Field</th>
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