

	Loudoun County Parks, Recreation and Community Services 	
Athletic Space Allocation Policies and Procedures	Effective Date: December 15, 2026	
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I. Purpose

This policy outlines the process for allocating athletic space in Loudoun County and defines who can access public athletic facilities managed by the Loudoun County Department of Parks, Recreation, and Community Services (PRCS). Aligned with our mission to connect all communities through exceptional people, parks, and programs, this policy ensures a transparent and equitable distribution of resources, maximizing their use while providing equal access for all.

II. Implementation and Authority

A. PRCS is responsible for allocating athletic space by this policy. PRCS will ensure fair access for all citizens by adhering to established guidelines and procedures, providing a sense of reassurance in the fairness of the process. A list of PRCS managed public athletic facilities can be located here and includes facilities located on Loudoun County Public Schools (LCPS) property: <https://experience.arcgis.com/experience/59e3721f33aa4fe9a20c0ce562f49e98> & <https://lcps-support-services-facilities-data-hub-lcps.hub.arcgis.com>

B. This policy is designed to be dynamic and responsive to the needs of the community. It will undergo a comprehensive review every four years, involving representatives from Parks, Recreation, and Community Services (PRCS), the Sports and Events Division, the public, affiliated leagues, and individual user groups. Additionally, an administrative review will take place every two years. The Sports and Events Division Manager will conduct an annual assessment and propose any necessary changes to the Assistant Director, Deputy Director, and Director.

C. The PRCS Director (Director), as the custodian of this policy, holds the authority to make amendments outside of the four-year review cycle if necessary. These changes, which may include but are not limited to space allocations, starting dates, closures, primary seasons, and space sizing formulas, will be made with the best interest of the community in mind.

D. The Director has the authority to terminate the affiliation status of any league or any allocated space under specific circumstances. These include lack of use, facility damage, misuse, non-compliance with PRCS policies or LCPS regulations, or any other reason deemed to be in the best interest of Loudoun County. This provision ensures the efficient and responsible management of resources.

III. Definitions

A. Acronyms

1. **BOS** – Loudoun County Board of Supervisors
2. **HOA** – Homeowners Association
3. **IRS** – Internal Revenue Service

4. **LCPS** – Loudoun County Public Schools
5. **MOU** – Memorandum of Understanding
6. **NOVA Parks** – Northern Virginia Regional Park Authority
7. **PRCS** – Loudoun County Department of Parks, Recreation, and Community Services
8. **SCC** – State Corporation Commission
9. **VHSL** – Virginia High School League

B. Definitions

1. **Adult Sports:** Organized groups of players aged 19 and older participating in PRCS adult sports leagues, tournaments, or programs.
2. **Affiliated Users:** A sports league that:
 - a. Provides youth in Loudoun County with the opportunity to participate in recreational sports;
 - b. Is a nonprofit 501(c)(3) organization with an all-volunteer board;
 - c. Registers with the Virginia State Corporation Commission and remains in good standing;
 - d. Does not enter into agreements allowing For-Profit Organizations to manage, operate, or exert governance over their organizations (See Section IV. H.);
 - e. Files annual tax documents as required by the IRS and provides copies to PRCS upon request;
 - f. Allows all Loudoun County youth to participate as full members, provided they register by the deadline, pay the required fees, and have space available;
 - g. Has a signed MOU with PRCS for the current year;
 - h. Remains in good standing with PRCS, LCPS, or any PRCS partner organization;
 - i. Does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, gender identity, genetic information, or other non-merit factors in its activities or operations;
 - j. Ensures 95% of its participants as Loudoun County residents; and
 - k. Complies with all provisions outlined in the PRCS Code of Conduct.
3. **Allocation Factor:** The formula used to determine the amount of athletic space allocated to a league, group, or team based on the number of Loudoun County residents participating.
4. **Allocation Process:** The process of assigning public athletic space to users.
5. **Artificial Turf:** Also known as synthetic turf or astro turf, is a surface made from synthetic fibers designed to resemble natural grass. It is commonly used in various applications, including sports fields, playgrounds, landscaping, and commercial areas.
6. **Athletic Field Space:** A field that is managed by PRCS and designated for a specific sport that meets PRCS standards for that sport. May also be referred to as “Space” or “Athletic Space”.
7. **Camp:** A youth sports camp is a structured program designed for young athletes, typically ranging from elementary to middle school age, to enhance their skills in a specific sport or multiple sports. Camps usually run during school breaks or

summer months and may last from a few days to several weeks, and a fee is charged to the participants.

8. **Clinic:** A youth sports clinic is a short-term or specialized instructional program designed to provide focused skill development in a particular sport or aspect of a sport. Clinics may consist of a single session or a limited series of sessions and may vary in length from a few hours to multiple days. Participants are charged a fee. Programs serving children ages 12-36 months are classified as clinics, as they do not meet the definition of a competitive league, and do not qualify as practices or games for purposes of scheduling or Athletic Space allocation. Such programs are generally skill-based and focused on instruction and social development rather than competition, standings, or wins and losses.
9. **Director:** The Director of PRCS or their designee.
10. **For-Profit Organization:** Any entity not classified as a 501(c)(3) that charges fees for services or events and operates with the goal of generating profit for owners or shareholders.
11. **Fundraiser:** An organized activity or event to collect money or resources to support a specific cause, project, organization, or individual. Fundraisers can take various forms and can be conducted by non-profit organizations, schools, sports teams, charities, or individuals seeking to raise funds for specific needs.
12. **Group:** Any collection of individuals not affiliated with a youth league or adult sports program organized to participate in a sport and that meets the requirements of an Affiliated User.
13. **Good Standing:** A team, league, or individual that has paid all fees, has no outstanding violations and adheres to the Loudoun County Sports Code of Conduct and LCPS facility use regulations.
14. **Independent Team/Organization:** A Not-for-Profit Organization not affiliated with a recreational league, eligible for space under certain conditions, and meets the requirements of an Affiliated User.
15. **Instructional League Program:** Programs for participants aged three to five, designed to teach sports skills in a non-competitive to semi-competitive setting.
16. **Loudoun County Youth Sports:** Organized groups of players aged 19 or younger or high school students participating in an affiliated athletic program.
17. **Management Services:** Administrative, financial, operational, or decision-making responsibilities for the organization.
18. **Multi-Sport Field:** A field designed for more than one sport.
19. **New League:** A newly established affiliated youth league for competitive play that does not currently receive an Athletic Space allocation.
20. **New Sport:** Any organized sport not previously allocated public Athletic Space.
21. **Not-for-profit Organization:** A team, league, or individual that provides recreational athletic opportunities without generating a profit and operates under a 501(c)(3) or similar IRS designation.
22. **Non-Affiliated League:** A league that does not meet the criteria for affiliation, such as an all-travel league without a recreational component.
23. **Non-Resident:** A participant whose primary residence is outside Loudoun County.
24. **Primary Season:** The time of year when a particular sport is given priority for space allocation, typically aligning with VHSL seasons.

25. **Recreational League:** A recreational youth league is an organized competitive sports league designed for children and teenagers that emphasizes participation, skill development, and enjoyment rather than advanced or elite competition. Recreational youth leagues are typically open to participants of all skill levels and prioritize sportsmanship, teamwork, and fundamental learning. These leagues consist of scheduled practices and games, and game results, including wins and losses, are generally recorded.
26. **Resident:** A youth or adult participant whose primary residence is in Loudoun County.
27. **Secondary Season:** A sport's non-primary season, during which it does not receive priority for space allocation.
28. **Tournament:** An organized competitive event requiring space beyond regular season allocations, typically as a fundraiser or non-seasonal event.
29. **Travel-Only League:** A travel-only league is a competitive sports league comprised exclusively of travel teams that require regular travel outside of the County or local service area for league play or tournaments. Travel-only leagues operate at an advanced competitive level and do not meet one or more of the eligibility criteria required for Affiliated League status.
30. **Travel Team:** A travel team is a competitive sports team that participates in organized competitions outside of the County or the team's primary local service area and requires regular travel for games, tournaments, or sanctioned events. Travel teams operate at an advanced competitive level and are intended for athletes seeking higher levels of competition than recreational or house programs.
31. **Unmet Community Need:** A verified gap between community demand for athletic or recreational opportunities and the capacity of existing PRCS-affiliated leagues, organizations, or programs to reasonably provide those opportunities within current facility, scheduling, or program limitations. Determination of an Unmet Community Need shall be made solely by PRCS using objective data, including participation levels, waitlists, residency data, program availability, facility utilization, geographic service gaps, demographic trends, and other operational or strategic planning considerations. Assertions of unmet need by an organization alone shall not constitute verification of an Unmet Community Need.
32. **Virginia State Corporation Commission (SCC):** A regulatory agency of the Commonwealth of Virginia responsible for overseeing and regulating various aspects of business and economic activities within the state.
33. **Wood Court:** A playing surface specifically designed for basketball, made from hardwood materials. It is the preferred surface for competitive play due to its durability, resilience, and aesthetic appeal.

IV. General Guidelines

- A. Affiliated Users, Groups and Independent Teams/Organizations may only contact LCPS for Space inquiries with PRCS approval. For rental or use of LCPS space at advertised rates that is not managed by PRCS, such as tournaments and fundraisers, please use the LCPS Community Use Portal (<https://www.lcps.org/o/support/page/community-use-of-school-facilities>).

- B. Use of Athletic Field Space is permitted only during the allocated time, and all users must adhere to any changes due to unforeseen circumstances.
- C. Receiving an Athletic Field Space request form does not guarantee approval or use. PRCS must issue official allocation notifications, and all scheduling must be completed two (2) weeks before the first use. Any changes must be requested three (3) business days prior, with priority given to rescheduling games over practices.
- D. Athletic Field Space may be removed from the rotation for department use, maintenance, or repairs, both planned and unplanned. PRCS will attempt to find replacement space but cannot guarantee availability or location.
- E. Affiliated Users, Groups and Independent Teams/Organizations may not sublet, rent, sell, or misuse allocated Space. The following penalties will apply:
 - 1. **First offense:** probation for twelve (12) months.
 - 2. **Second offense (within twelve (12) months of the first offense):** Site-specific allocation will be revoked for the remainder of the current allocation season.
 - 3. **Third offense (within twelve (12) months of the second offense):** The league's total allocation of space will be revoked, and their affiliation status will also be revoked for 12 months from the end of the current allocation season. Unused space must be returned to PRCS for reallocation. Leagues may not hold space for make-ups or blackouts.
- F. Camps and Clinics that charge a fee are prohibited from using Athletic Field Space unless rented or contracted with PRCS or LCPS through the appropriate field rental process. <https://tinyurl.com/OutdoorRentalForm>
- G. All Affiliated Users, Groups and Independent Teams/Organizations are required to comply with the official field and facility status determinations as posted at www.loudoun.gov/fieldstatus. In addition, all parties must adhere to the schedules approved by PRCS. Any modifications to these schedules are strictly prohibited unless prior written authorization has been granted by PRCS three (3) business days in advance of the requested change. Exceptions for weather-related schedule modifications may be granted by PRCS, subject to staffing availability. When such an exception is approved, field preparation services, including but not limited to lining and painting, may not be available. Failure to comply with these requirements shall result in the following actions:
 - 1. **First offense:** probation for twelve (12) months.
 - 2. **Second offense** (within twelve (12) months of the first offense): Site-specific allocation will be revoked for the remainder of the current allocation season and probation will be extended six (6) additional months.
 - 3. **Third offense** (within twelve (12) months of the second offense): The league's total allocation of space will be revoked, and their affiliation status will also be revoked for 12 months from the end of the current allocation season.
- H. Affiliated Users, Groups and Independent Teams/Organizations utilizing free, PRCS managed public athletic facilities may not enter into agreements that allow For-Profit Organizations to operate or exert governance over their organizations.
 - 1. Any contractual agreement with For-Profit Organizations must be limited to specific, clearly defined services (e.g., management, marketing, facility rentals, officiating, scheduling, or event management) and must not transfer decision-making authority, financial operations, or organizational control. The name,

branding, or identity of the For-Profit Organization shall not be used in any manner by the Affiliated Users, Groups and Independent Teams/Organizations and any requirement to do so shall not be incorporated into any agreement. The contracted For-Profit Organization is prohibited from advertising or promoting their business at any PRCS managed locations.

2. Notwithstanding the above, specific sponsorship agreements with For-Profit Organizations are permitted, provided they are limited in scope and do not confer management, control, or governance over the Affiliated Users, Groups and Independent Teams/Organizations. Sponsor logos may be displayed on nonprofit websites and uniforms; however, such sponsorships shall not alter, replace, or otherwise modify the official, working name or identity of the Affiliated Users, Groups and Independent Teams/Organizations.
3. Board members, officers or authorized agents of the Affiliated Users, Groups and Independent Teams/Organizations must retain full and independent control over finances, governance, and operations at all times.
4. Any financial transactions, service agreements, or partnerships with For-Profit Organizations must be disclosed in full, unredacted form to PRCS to ensure transparency and compliance with applicable regulations.
5. Affiliated Users, Groups and Independent Teams/Organizations must provide an annual financial statement, defined as a summary of the organization's financial activity for the most recently completed fiscal year, including revenues, expenditures, and ending balances, sufficient to verify compliance with PRCS policies upon request.
6. Affiliated Users, Groups and Independent Teams/Organizations must provide, upon request, official meeting minutes from Board of Directors meetings to demonstrate active governance and oversight.
7. Affiliated Users, Groups and Independent Teams/Organizations must submit an annual Board of Directors meeting schedule, identifying planned meeting dates for the upcoming year to ensure ongoing governance and accountability upon request.
8. PRCS reserves the right to review the governance, financial structures, and contractual agreements of any Affiliated Users, Groups and Independent Teams/Organizations requesting use of PRCS managed facilities.
9. Penalty & Enforcement Actions. In addition to any penalties outlined within this policy, failure to comply with Section H. and other associated requirements will result in progressive enforcement actions as outlined below.
 - a. **First Offense – Written Warning & Corrective Action**
 - i. Issuance of a formal written warning identifying the violation(s).
 - ii. Required submission of a corrective action plan within thirty (30) days to PRCS.
 - iii. Immediate cessation of all non-compliant activities.
 - iv. Continued eligibility for facility use is contingent upon timely and verified compliance.
 - b. **Second Offense – Probation & Restricted Access**
 - i. Placement on probation for twenty-four (24) months by PRCS.

- ii. Temporary suspension or restriction of access to PRCS Park sites and/or LCPS high school facilities, including potential limitations on practices, games, or tournament use.
- iii. Immediate suspension of all travel-sports-related activities on all PRCS and/or LCPS sites for twelve (12) months; recreational sports activities may continue with limitations.
- iv. Required submission of updated governance documents, agreements, financial disclosures, meeting minutes, and board schedules for PRCS review and approval.
- c. **Third Offense – Suspension of Privileges**
 - i. Immediate suspension of all PRCS and LCPS facility use privileges for a period determined by PRCS (minimum of twenty-four (24) months).
 - ii. Loss of eligibility for free or allocated facility use for a minimum of twenty-four (24) months.
 - iii. Requirement to reapply for affiliation following the suspension period, subject to full compliance review.
- d. **Additional Provisions.** PRCS reserves the right to accelerate enforcement actions based on the severity of the violation, including but not limited to intentional misrepresentation, failure to disclose required information, or transfer of governance/control to a for-profit entity. Continued non-compliance may result in denial of future access to PRCS and LCPS facilities.
- 10. Any suspected violations shall be reported to PRCS for investigation. Organizations will be provided notice of findings and an opportunity to respond.
- 11. Organizations may appeal enforcement actions to the PRCS Director in accordance with established procedures provided in Section XV.

V. Space Allocation for For-Profit Organizations

Space requests from For-Profit Organizations will only be approved for PRCS-sponsored programs. These organizations may rent PRCS facilities at commercial rates or utilize LCPS space through the LCPS Community Use Portal. <https://www.lcps.org/o/support/page/community-use-of-school-facilities>

VI. Affiliation for New Leagues

- A. New Leagues seeking affiliation must meet the following criteria:
 - 1. Demonstrate an Unmet Community Need within the community.
 - 2. Availability of sport-appropriate PRCS or LCPS facilities.
 - 3. Availability of county-wide field/facility space.
 - 4. Comply with all conditions outlined in Section III. B.2. Affiliated User.

VII. Indoor Space Restrictions

- A. The following activities are prohibited in indoor facilities managed by PRCS:

1. Use of baseball bats, softball bats, cricket bats; lacrosse, hockey, or field hockey sticks; or balls for baseball, softball, cricket, and lacrosse. tennis, safety, or softie balls are also prohibited in gyms. Roller skating, inline skating, and roller hockey are not allowed.
2. Soccer and futsal games or practices where a ball is kicked excluding footwork drills.
3. Football practices or walk-throughs in gyms.
4. Any activity deemed a significant safety risk to participants, spectators, or the facility by PRCS or LCPS.

VIII. Applying for Allocated Athletic Space

- A. Affiliated Users, Groups and Independent Teams/Organizations good standing with PRCS are eligible to apply for Athletic Field Space, provided they meet the following criteria:
 1. At least 95% of participants in each affiliated league or team must be Loudoun County residents. Non-affiliated Loudoun County teams requesting space free of charge must also have 95% Loudoun County residents.
 2. Organizations must register with the SCC, and their address must verify their Loudoun County base.
 3. Proof of Loudoun County residency for participants shall be required upon PRCS request. PRCS will request proof of Loudoun County residency no more than once annually per sport. The sport subject to verification each season shall be selected on a rotational basis through a process determined by PRCS. Affiliated Users, Groups and Independent Teams/Organizations are expected to collect and maintain Loudoun County proof of residency as part of their registration process, effective 1/1/2027. Independent or non-affiliated teams or organizations must submit proof of Loudoun County residency for all team members prior to receiving any field or facility allocation, effective immediately. Preferred proof of Loudoun County residency documentation includes LCPS student identification, class schedules, or report cards. Failure to provide required Loudoun County residency documentation or complete and accurate rosters upon request may result in revocation of current field or facility allocations and prohibition from applying for future field or facility allocations for a period of twelve (12) months following the conclusion of the current allocation season.
 4. All approved users must adhere to all rules and regulations associated with Loudoun County facility use.
 5. All approved users must pay the Board of Supervisors' Sports and Maintenance Fee within two weeks of the allocation period's start. The fee will be determined annually during the budgeting process. Each participant playing multiple sports or on multiple teams must pay separately for each sport/team. Failure to pay this fee will immediately suspend facility use until the payment is settled.
 6. All approved users must implement a policy that mandates background checks for all coaches, volunteers, and individuals who have face-to-face or virtual contact with children. These background checks must include a criminal history assessment and a review of sex offender registries. Organizations must comply

with all applicable local, state, and federal regulations regarding background checks, ensuring that their policies meet legal standards.

7. All approved users must comply with the Student-Athlete Protection Act, Code of Virginia § 22.1-271.5, as amended, and the Virginia Board of Education's Guidelines for Policies on Concussions in Student-Athletes in order to request use of LCPS facilities. (LCPS Policy 8445)
[https://go.boarddocs.com/vsba/loudoun/Board.nsf/files/CG8KRU532508/\\$file/8445.pdf](https://go.boarddocs.com/vsba/loudoun/Board.nsf/files/CG8KRU532508/$file/8445.pdf)

- B. PRCS has transitioned to an online facility request form for Affiliated Users, Groups and Independent Teams/Organizations. Moving forward, only the forms linked below will be accepted.

Affiliated Basketball Gym Request Form:

<https://bit.ly/Basketball-Gym-Requests>

Affiliated Diamond League Request Form

<https://bit.ly/Diamond-Request-Forms>

Affiliated Rectangle, Track and Rink Request Form

<https://bit.ly/Rectangle-Track-Rink-Request-Forms>

Affiliated Soccer League Request Form

<https://bit.ly/Soccer-League-Request-Forms>

Affiliated Volleyball Request Form

<https://bit.ly/Volleyball-Gym-Request>

Winter Turf Use Request Form

<https://bit.ly/Winter-Turf-Request>

Independent Team Facility/Field Use Form

<https://bit.ly/Independent-Facility-Request>

Outdoor Facility Rental Request Form

<https://tinyurl.com/OutdoorRentalForm>

IX. Additional Facility Requirements and Fees

- A. Affiliated Users, Groups and Independent Teams/Organizations using LCPS elementary or middle school outdoor facilities must reimburse PRCS for portable toilet costs. Fees will be based on the current contract price.
- B. The PRCS Sports Code of Conduct applies to all facility users, including coaches, participants, parents, spectators, and league officials.

- C. Affiliated Users, Groups and Independent Teams/Organizations may request Space by submitting appropriate forms to the assigned sports specialist by the designated deadline (see Chart 1 below). Late submissions will be processed on a first-come, first-served basis after allocation of requests received by the due date have been processed.
- D. Pre-season and post-season use outside of the allocation may be available, which will incur facility attendant and/or custodian fees.

X. Sport Season Allocation Calendar

Chart 1

Season	Requests Due to PRCS	Allocations Sent to Applicant
Spring (3rd Saturday in March - 3rd Saturday in June)	February 1st	February 15th
Summer (3rd Sunday in June - 2nd Saturday in August)	May 1st	May 15th
Fall (1st Sunday in August - 3rd Sunday in November)	July 1st	July 15th
Winter (3rd Monday in November - 2nd Saturday in March)	October 1st	October 15th
Winter Turf (3 rd Monday in November – The day before the first day of VHSL Spring Tryouts, except on PRCS turf fields, which remain open until the 3 rd Friday of March.	November 1st	December 1st

XI. Additional Requirements for Space Requests

- A. When requesting Athletic Field Space, Affiliated Users, Groups and Independent Teams/Organizations must provide a list of privately and publicly owned spaces they are currently renting, using, or have requested, including town or HOA space contact information. This information will factor into the allocation process.
 - 1. A copy of participant numbers (resident vs. non-resident) from the previous season must be provided on the request form.
 - 2. Independent and Non-Affiliated leagues, organizations, and teams must submit proof of insurance naming Loudoun County and Loudoun County Public Schools as additionally insured.
 - 3. PRCS works with LCPS to determine available facilities each season. Allocations are subject to availability and must be scheduled two weeks before use. All schedules are subject to PRCS or LCPS priorities.
 - 4. Any outstanding fees owed to PRCS or LCPS must be settled before space is allocated.

XII. Allocation Priority

A. Athletic Field Space will be allocated in the following order:

1. PRCS and LCPS programs, tournaments, activities, and special events.
2. PRCS and LCPS co-sponsored programs and tournaments.
3. Youth sports primary season and secondary season (affiliated leagues).
4. Youth sports primary season (travel-only leagues).
5. Youth sports secondary season, instructional leagues, and non-affiliated youth teams.
6. Late submissions or organizations based outside Loudoun County utilizing rental space.

XIII. Allocation Process

- A. The allocation process will begin with a meeting between PRCS Maintenance, Parks, Sports and Events divisions, followed by a meeting with the LCPS Facility Services Division to determine which facilities will be available for the upcoming season.
- B. The list developed from this meeting will include any sites that will be unavailable due to various reasons, such as maintenance procedures and construction of surrounding areas or programs.
- C. On or about January 1 of each year, the Sports Program Manager will send an electronic copy of the MOU for each affiliated league to the league president.
- D. This MOU must be signed and returned with an IRS tax status letter of determination, SCC registration, league insurance policy including PRCS and LCPS as an additional insurer, contact info for the Board of Directors, and copy of the by-laws, to include any changes or additions, before allocations are given to the league for that calendar year.
- E. Leagues, teams, and individuals must submit PRCS's official request forms only.
- F. The allocation request will also require the number of out-of-county and resident participants by age/grade, recreational or travel, and zip code from the previous year's season. Example: For Spring 2018, the league must submit Spring 2017 information. PRCS may also request other data required to allocate facility space. PRCS begins space allocation following the receipt of all requests from leagues and teams.
- G. The primary factor used to determine Athletic Space allocation Affiliated Users, Groups and Independent Teams/Organizations shall be the percentage of County residents participating in that sport on a countywide basis. For allocation purposes, each non-instructional recreational player may be paired with no more than one (1) travel player within a league's participation count. Accordingly, travel-team participation shall be counted on a one-to-one basis with recreational participation and may not exceed the number of non-instructional recreational players included in the request.

For example: A league with 100 recreational players and 50 travel players may count all 50 travel players toward its allocation request. A league with 100 recreational players and 250 travel players may count only 100 travel players

toward its allocation request. This approach ensures that travel participation is reflected in allocation inputs without overstating overall demand and maintains equitable treatment across sports and program models.

- H. In determining the amount of Space allocated to Affiliated Users, Groups and Independent Teams/Organizations, PRCS will include the total of all county facilities, private facilities, HOA space, and other jurisdiction space available to PRCS or the league.
- I. PRCS will determine the hours available for all fields based on availability and if the facility is lighted. PRCS will determine time slots for allocations to ensure fair and equitable distribution of facility space.
- J. Facility allocations shall consider the availability of field lighting, wood courts, and the age of participants. Wood gymnasium courts for basketball shall be distributed based on the proportional participation of elementary, middle, and high school-aged participants. Rectangular fields shall be allocated based on participant age. Participants five (5) years of age and younger shall be allocated only to LCPS elementary and middle school sites. Park sites and high school sites, in addition to LCPS sites, may be allocated for participants six (6) years of age and older. Lighted outdoor fields shall be distributed among sports based on each league's percentage of allocated fields in their sport. Programs serving participants under the age of three (3) are classified as clinics and shall not receive facility allocations through this process.
- K. PRCS will allocate Space to specific sites for leagues that have made site improvements under an MOU, as long as the league remains in good standing with PRCS. However, this does not guarantee exclusive or permanent use of the athletic space for any league.
- L. If two or more primary season sports use the same type of space, the allocation will be based on a total percentage of the number of participants, not including instructional league players.

For example: Primary Season Sport A uses the same type of space as Primary Season Sport B. The total number of players participating in this primary season for both A and B equals 100. Primary Season Sport A has 35 players, and Primary Season Sport B has 65 players. Therefore, Primary Season Sport A would be allocated 35% of the available space, and Primary Season Sport B would be allocated 65% for allocation. Secondary season sports would receive any remaining Athletic Field Space after the Primary season sports receive their allocation.
- M. Every effort will be made to allocate Space within the approved user's base area. When this is impossible, space will be allocated as close as possible to the area where the league is based. Due to the number of participants in recreational leagues and limited resources, travel teams should not expect to practice or to have game space in their base areas. However, every attempt will be made to accommodate requests.
- N. Affiliated Users, Groups and Independent Teams/Organizations who submit a request following the due date will not displace a previously allocated user.
- O. All practice schedules must be submitted to PRCS at least two weeks before the first practice. Additionally, full-season game schedules must be submitted two weeks

before the first game. Failure to provide these schedules within the specified timeframe will result in a delay in the approved user's facility use. Additionally, outdoor facilities will not be lined or have goals set until two weeks after PRCS has received the appropriate practice and/or game schedules.

XIV. Primary and Secondary Sports Seasons

Chart 2

Season and Dates	Primary Sport/Use	Secondary Sport
Spring (3 rd Saturday in March-3 rd Saturday in June)	Baseball, Softball, Soccer, Lacrosse, Rugby, Track	Field Hockey, Flag Football, Volleyball
Summer (3 rd Sunday in June -2 nd Saturday in August)		
Fall (2 nd Sunday in August-2 nd Saturday in November)	Football/Cheer, Volleyball, Field Hockey, Cross Country	Soccer, Lacrosse, Baseball, Softball,
Winter (2 nd Sunday in November- 2 nd Saturday in March)	Basketball, Wrestling,	Volleyball, Track
Winter Turf (3 rd Monday in November – The day before the first day of VHSL Spring Tryouts, except on PRCS turf fields, which remain open until the 3 rd Friday of March.		

XV. Appeal Process

- A. If an Affiliated User believes its allocation was computed incorrectly, the League President can appeal their allocation to PRCS by following the appeals process listed below.
 1. The Affiliated User must submit their appeal in writing via email to the Division Manager for Sports and Events within five (5) business days from when allocations were provided.
 2. The appeal must be submitted in letter format and should explain the situation from the Affiliated Users' perspective. The letter must include specific details about the allocation, including times and locations, as well as the Affiliated Users, name and the contact information for the person submitting the appeal. Additionally, it is recommended that potential solutions to the conflict be proposed. Please note only Affiliated Users in good standing with PRCS at the time of the appeal are eligible to file.
 3. Upon receipt of an appeal, a committee composed of the appropriate Sports Specialist, the Sports Program Manager, and the Division Manager for Sports and Events ("Appeals Committee") will review the submission within three (3) business days.
 4. If necessary, a meeting will be set up immediately between PRCS, and the Affiliated User. All parties will be asked to bring current, verifiable registration information to this meeting.

5. If the appealing party is found to have overallocated its space, its allocation will be reduced to bring it into compliance.
6. After this meeting, the Appeals Committee will determine the validity of the appeal within three (3) business days and provide the Authorized Agent and any party the appeal may impact with its decision, in writing.
7. If the decision is still unsatisfactory to the appealing party, may request a second review, in writing, to the Director of PRCS within three (3) business days of receipt of the Appeals Committee's written decision.
8. The decision of the Director in this situation will be final.