City of El Segundo Community Aquatics Program Pool Allocation Guidelines for Aquatic User Groups

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Introduction | Purpose

The City of El Segundo Recreation, Parks and Library Department coordinates and issues permits for the use of aquatic facilities to organizations and the public to promote cultural, social, and recreational activities and programs. The goal of the swimming pool allocation guidelines is to clearly outline the process for local aquatic user groups to request access to the EL Segundo Aquatic Center and the Plunge Indoor Swimming Pool. The City of El Segundo strives to have a process that prioritizes youth resident access over non-resident use. This commitment and increased demand for the use of aquatic facilities results in a joint utilization of resources that provide the type of facilities El Segundo needs to encourage and support aquatics sports and programs for youth and adults.

The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of the city's aquatics facilities. Due to the demand for lane space within the City, it is imperative that all user groups abide by the policies and procedures set forth in this policy. Swimming pool space is permitted and allocated quarterly to the highest priority user groups. The Recreation Division will monitor proper use of allocations and permits. Lane allocations will be scheduled based on the following primary principles:

- The percentage or number of city residents served by each organization with the higher percentage receiving preference for pool space;
- Youth aquatic sports and programs will have priority over adult sports and programs;
- Maintain balance and equity for aquatic user groups to ensure all aquatic sports teams have the opportunity for equal lane allocation and access during primetime hours (Before 7:00 p.m.), specifically competitive swimming and water polo;

Definition of Terms

Resident Status

Resident status is defined as groups or organizations with at least (75%) or more registered El Segundo residents. Team rosters and proof of residency will be required annually to verify residency status. Proof of residency may include providing copies of two of the following items:

- Driver's License of participant or participant's parent if under 18
- Utility bill in participant's name or participant's parent if under 18

Alternatively, organizations may be required to sign a written agreement that they have verified residency of all participants. Falsification of proof of residency is grounds for

immediate removal of allocated pool space. Audits of team rosters may be conducted by Recreation, Parks, and Library staff at any time.

Youth Status

Youth status is defined as persons 18 years of age or under.

Non-Profit Status

To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. The organization must be comprised of volunteers, 75% of which must be El Segundo residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers.
4. List of persons authorized to make reservations for your organization

Everybody Plays Philosophy

An “Everybody Plays” organization in sports is a program or initiative that aims to ensure all athletes, regardless of ability or background, have the opportunity to participate and enjoy sports

Guiding Principles

The following guiding principles will be utilized to provide fairness and equity throughout the annual lance allocation process.

1. The City of El Segundo’s primary focus for swimming pool lane allocations will be dedicated to serving youth residents.
2. The city’s allocation policy will ensure a balance of programming for the current aquatic sports offerings and the facility scheduling will strive towards equity regarding prime-time hours for each user group.
3. The City reserves the right to reallocate unused or underused facility space to other aquatic user groups to maximize the benefit to the general public.
4. High-demand afternoon hours (Before 7:00 p.m. on weekdays) will be prioritized for City programs, School District programs (as defined in the City’s joint-use agreement with ESUSD and WUSD), and youth aquatics/sports programs

5. Evening hours (7:00 p.m. to closing) and early morning hours (before 8:00 a.m.) will be balanced between adult aquatics/sports programs and competitive youth groups.
6. To ensure fair access for all aquatic sports, the City reserves the right to rotate use of specialized spaces, such as the deep end for diving, artistic swimming or water polo.

Aquatic User Group Priority Ranking

The following overviews the various types of user groups and how utilization will be prioritized based on the key categories of residency, school district, youth and adult participants.

This priority list of groups 1 through 9 serves as a guideline for City Staff. Priority use of the El Segundo Aquatic Center and the Plunge Indoor Swimming Pool will be allocated as follows:

1. Group 1: City sponsored or co-sponsored events. City of El Segundo, Recreation, Parks and Library Department youth or adult programs.
2. Group 2: El Segundo Unified School District related programs.
3. Group 3: Youth programs, organizations, or events with 75% El Segundo residency status.
4. Group 4: Adult programs, organizations, or events with 75% El Segundo residency status.
5. Group 5: Youth programs, organizations, or events with 60 – 74% El Segundo residency status.
6. Group 6: Adult programs, organizations, or events with 60 – 74% El Segundo residency status.
7. Group 7: Youth programs, organizations, or events with under 60% El Segundo residency.
8. Group 8: El Segundo Businesses, with a current El Segundo Business License. Groups must consist of 75% employees from given business.
9. Group 9: Adult programs, organizations, or events with under 60% El Segundo residency.

All prospective user groups must submit a formal proposal for each allocation period that is inclusive of the number of lanes and hours requested, proof of non-profit status, insurance, and the verified percentage of El Segundo Resident participants.

Allocation Procedures and Criteria

With the goal of ensuring that a balance of different aquatics activities is available to residents at the El Segundo Aquatic Center, the City will schedule and allocate lane times and pool space to create opportunities for a variety of aquatics programming for its residents.

The city will monitor lane and pool space utilization by aquatic user groups on a regular basis to ensure groups are efficiently using the allocated space, particularly during high-demand times.

When multiple groups within the *same* priority category request the same pool time, the following criteria will be used to determine proportional space allocation:

1. Pool space will be allocated based on the percentage of verified El Segundo Resident participants within each aquatic user group, relative to the total number of residents across all groups in that same category. Groups with a higher percentage of verified El Segundo residents will receive priority scheduling and allocation for the available time.
2. A group's average lane utilization rate from the previous season will be considered, prioritizing groups that consistently demonstrate efficient use of allocated space.
3. The El Segundo Aquatics Subcommittee is the sole decision maker in the event of a tie or for dispute resolution related to the allocation process.

Calendar of Yearly Lap Lane Reallocation for El Segundo Aquatics Center

The pool space and lane allocation timeline will run in 3, 4 or 5 month segments based on the school-year calendar as the high schools have a joint-use agreement with the City of El Segundo where they receive first priority for lane allocations. The three periods per year will run September to January, February to May and June to August.

All requests shall be submitted for each period by the 1st of the month in April, July, December. The City of El Segundo will notify teams of their lane allocations in advance in order to provide groups with confirmed schedules approximately 6 weeks prior to the start of the new allocation period. The city will provide exact dates for application, allocation and confirmation to all prospective aquatic user groups.

Fall allocation (September through January)

Phase	Activity	Target Deadline	Description
Phase 1: Application	Permit Application Submission Deadline	July 1	All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants.
Phase 2: Review & Draft Allocation	Initial Review by City of El Segundo	July 1 - July 15	Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy.
Phase 3: Final Allocation	Notification of Draft Allocation Acceptance/Rejection	July 15	Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period.
Phase 4: Confirmation & Contract	Confirmation and Contract Execution	August 1	Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time.
Phase 5: Start of Allocation Period	New Permit Year Begins	September 1	The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies

Winter allocation (February through May)

Phase	Activity	Target Deadline	Description
Phase 1: Application	Permit Application Submission Deadline	December 1	All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants.
Phase 2: Review & Draft Allocation	Initial Review by City of El Segundo	December 1 - December 15	Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy.
Phase 3: Final Allocation	Notification of Draft Allocation Acceptance/Rejection	December 15	Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period.
Phase 4: Confirmation & Contract	Confirmation and Contract Execution	January 2	Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time.
Phase 5: Start of Allocation Period	New Permit Year Begins	February 1	The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies

Summer allocation (June through August)

Phase	Activity	Target Deadline	Description
Phase 1: Application	Permit Application Submission Deadline	April 1	All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants.
Phase 2: Review & Draft Allocation	Initial Review by City of El Segundo	April 1 - April 15	Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy.
Phase 3: Final Allocation	Notification of Draft Allocation Acceptance/Rejection	April 15	Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period.
Phase 4: Confirmation & Contract	Confirmation and Contract Execution	May 1	Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time.
Phase 5: Start of Allocation Period	New Permit Year Begins	June 1	The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies

Utilization and Reallocation:

To maintain high utilization and fairness, consistently underused lanes occupied by an organized user group may be subject to reduction and reallocation to another group that meets or exceeds the minimum utilization rate.

If an aquatic user group concedes their allotted time, the City will accept lane allocation requests from other aquatic user groups for that time. The same priority ranking system will be utilized to determine to which group the lanes will be allocated. The open space will be first allocated to the same sport that conceded their allocation. If no other groups within the same sport request the allocated space, requests will be accepted from all sports.

Code of Conduct & Good Faith

Expectations for respectful behavior toward City staff, other permit holders, and facility users.

All permitted aquatic user groups will work together in "good faith" to accommodate as many El Segundo based aquatics sports organizations as possible. All groups will use "good faith" to ensure that they use their allocated resources efficiently, responsibly, and with good ethics.

Liability Insurance Requirements

Aquatic user groups shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than $2,000,000 per occurrence. The City of El Segundo, it's elected, and appointed officials, officers, agents, and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of aquatic user groups shall be primary over any insurance held by CITY that may be applicable. The types and limits of insurance may be changed as determined by the City of El Segundo Risk Manager. Aquatic user groups agrees to hold the City of El Segundo harmless and free from any liability of any nature arising out of the use of City Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Notice of Swimming Pool Allocation Exchange

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or greater allocation priority only when all the parties agree in writing and the Recreation, Parks, and Library Department reissues the permit.

Subletting

The City prohibits permitted aquatic user groups from subletting their lane allocations to another organization.

Permit Cancellation

The City of El Segundo reserves the right to cancel, refund, and/or reschedule permitted reservations if one of the following occurs:

1. When the health and safety of participants are threatened due to inclement weather or conditions including but not limited to heavy rains, smog alerts, pesticide spraying, and earthquakes.
2. City begins work involving any of the facilities.
3. Non-adherence to Aquatics Allocation Policy or City ordinance.
4. ESUSD cancels use of fields under the direction of their administrative office.

If a permitted aquatic user group wishes to cancel a portion of their allocation, the group must notify the City of El Segundo a minimum of one month in advance in writing, on or before the 30th of the month. For example, if a user group does not want to utilize space on July 15 due to a swim meet, they must notify the City no later than May 30. If a group notifies the City less than 30 days in advance, they will still be invoiced for their lane allocations unless the City can rent that space to another user group.

Operating Schedule

The City of El Segundo reserves the right to limit operating hours or close the aquatic center for holidays and maintenance. The City will communicate closure dates to aquatic user groups at least one month in advance.