



City of El Segundo, California Aquatics Subcommittee Meeting Swimming Pool Lane Allocation Policy November 17, 2025



Lane Allocation Policy

- Purpose
 - Outline the process for local aquatic user groups to request access to the EL Segundo Aquatic Center and the Plunge Indoor Swimming Pool
- 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



Lane Allocation Policy

- Process
 - Reviewed City of El Segundo's athletic field allocation policy
 - Reviewed and compared comparable aquatic center lane allocation policies
 - Discussed similarities and differences between aquatics and athletics facility usage

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ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY

RECREATION AND PARKS COMMISSION

-APPROVED:	DECEMBER 8, 2004
-AMENDMENTS #1 & 2:	AUGUST 17, 2005
-AMENDMENTS #3 & 4:	FEBRUARY 15, 2006
-AMENDMENT #5:	JUNE 20, 2007
-REVISED:	JUNE 20, 2007
-AMENDMENT #6:	APRIL 16, 2008
-REVISED:	DECEMBER 17, 2008
-REVISED:	FEBRUARY 18, 2009
-REVISED:	MARCH 18, 2009
-REVISED:	JANUARY 2015
-REVISED:	DECEMBER 14, 2022
-REVISED:	MAY 15, 2024
-REVISED:	MAY 21, 2025

CITY COUNCIL

-APPROVED:	DECEMBER 21, 2004
-APPROVED:	MAY 5, 2015
-APPROVED:	AUGUST 19, 2025

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& LIBRARY**
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Priority Groups

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



Allocation Guidelines

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.



Allocation Schedule

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



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.



Discussion

