



SFRPD Approved Public Benefit Programs (updated 3-12 – almost final)

The SF Recreation and Park Commission has adopted a fee structure that provides that programs and leagues may apply to be charged a reduced fee if they meet the requirements of an Approved Public Benefit Program (such organizations are referred to as “APBO’s”). Programs that are not approved APBO’s will be charged the For Profit/Nonresident Fee (\$80/hr as of 1/1/18).

If your program or league wants to be considered for the APBO reduced fees, you must submit an application. Applications must be submitted at least 60 days before you accept any registration to ensure that your pricing of your program or league covers field costs.

Approval Conditions – The Staff will focus on two elements:

- **Not Generating Income:** You must be able to demonstrate that you as the organizer is doing this as a volunteer and that you (and your family members) are not making any money from organizing this program. In addition, organizations must demonstrate that the programs are not generating profits that are used to fund other aspects of the organizations’ operations or to make charitable donations. Factors to be considered:
 - Who is receiving compensation in connection with the program? Are directors and officers all volunteers? Programs administered or coordinated by paid coaches or administrators will be presumed not to meet this standard.
 - Is the program operating at a relative breakeven and what is the program doing with any excess revenues?
 - Has the program in the past followed SFRPD requirements including those regarding field clean-up, recognizing rainout closures, returning unused fields in a timely manner?
- **Benefiting Residents:** At least 90% of the participants in each aspect of the program must be San Francisco residents
 - For leagues, each team must meet the residency requirement (no more than 2 nonresidents for teams up to 8th grade and 3 nonresidents for older and adult teams)
 - Is the program open to all in San Francisco and does it provide scholarships for those who can not afford to pay?
 - Are participants limited to participating on one team per season in a particular sport/category?
 - Is there a nonbiased method for determining who will participate (first come, first serve, lottery)?

Application Process/Rules – The application process and rules vary depending on the type of program/league you are participating in:

- **SF Based Leagues** meeting the following requirements:
 - **Residency:** Each Team participating in the league must meet the San Francisco Residency Requirement (no more than 2 nonresidents on a team for ages up to 8th grade and 3 nonresidents for older teams) AND
 - **Administration of Schedule:** Schedule must be run by a SF based organization headquartered in SF



- **Exceptions:** See details for exceptions:
 - School based recreational teams
 - Small Youth Leagues and Start-Up Youth Sports Leagues
- [See p 3](#) for more information on SF Based Leagues and the application process
- **SF Teams Participating in Leagues from Outside SF**
 - This applies to any team participating in a league outside of SF who desires an allocation of fields for scheduling home games in SF
 - **Residency:** Each Team participating in the league meets the San Francisco Residency Requirement (no more than 2 nonresidents on a team for ages up to 8th grade and 3 nonresidents for older teams)
 - **Field Allocations:** Teams will not be provided fields to meet the schedule run by the outside league. Rather they will be provided one field every other week. If there are two teams playing in the same non-SF league using the same size fields – one field will be provided for those two teams to alternate using the field
 - [See page 6](#) for more information on SF Teams Participating in Leagues outside SF and the Application Process.
- **SF Based Youth Programs**
 - This applies to programs offered only to SF resident youth.
 - [See page 9](#) for more information on SF Based Youth Programs and the APBO application process.



SF Based Leagues- Approved Public Benefit Rules

For a league to be eligible for Approved Public Benefit Status, it must meet the following criteria:

1. **Residency-Participating Teams:** Only teams that meet the San Francisco residency requirement (no more than 2 nonresidents on a team for ages up to 8th grade and 3 nonresidents for older teams) may participate on any team playing in the league
 - Start-Up Youth Sports Leagues Exception: When interest develops in a new sport in San Francisco, it is often necessary to play teams outside of San Francisco. These leagues are run by volunteers but schedules are often administered by an entity that does not qualify as an Approved Public Benefit Organization. Start-up Youth Sports leagues meeting all other conditions of APBO leagues will be eligible for APBO status as follows:
 - Game fields will be provided on the basis on one field for every two teams per week and will not be provided to meet the outside league's schedule.
 - Once there are more than five San Francisco teams in any age group/gender, the teams must play in a SF only schedule and apply for APBO status to continue to receive fields at no charge.
 - Consistent with longstanding Department policy, start-up leagues will only be eligible for fields if they are serving unmet needs.
 - Small Youth Leagues Exception: Occasionally there may not be enough teams from San Francisco to form a viable league in a particular age and division. An APBO may allow teams from outside San Francisco to play in the league if they provide their own home fields and they are located within 20 miles of the boundaries of San Francisco.
 - School Based Recreational Teams Exception: A school based recreational team may have additional nonresidents children if all players on the team attend the same school
2. **League Schedules:** Schedules must be run by the APBO and the APBO must be headquartered in San Francisco.
3. **Open to All:** The league must be open to all SF teams and may not require teams to be affiliated with a club or other organization
4. **Minimum Playing Time Rules Youth:** For youth teams the league must ensure minimum participation time for each player on the roster and must impose limitations on guest players to only those situations where there are not enough players to have a full team on the field.
5. **Scholarships.** The league must have a scholarship program that ensures players are not denied participation because of ability to pay.
 - a. The league must offer a 100% scholarship to any player eligible for a 100% scholarship under [RPD scholarship rules](#) provided that a payment of up to 10% of fees may be required to show commitment;
 - i. In the event that a league receives 100% scholarship requests exceeding 10% of its total registered players, it may restrict the number of scholarships by a lottery or other unbiased mechanism
 - b. The league must offer a 50% reduction in all fees for any player that is eligible for a 50% scholarship under [RPD scholarship rules](#).
6. **Independent Board of Directors; No Compensation to Board Members or Their Family Members.**



- a. For youth leagues, Board members must be elected by a vote of parents and guardians of youth league players. Coaches and administrators may not vote on behalf of players or parents/guardians of youth players. The Department will consider applications by leagues for modifications to this requirement provided that such modifications ensure that league operations are governed by volunteers and not paid professionals.¹
 - b. For youth leagues, a majority of board members must be parents/guardians of current players or players.
 - c. For all leagues, all Board members must be volunteers and cannot receive compensation from the applying league or from any team or club participating in the league and cannot be family members of any such compensated person.
 - i. Family Members: Includes parents, children, grandparents, grandchildren, spouses or domestic partners and any other residing in the same home with the board member.
 - ii. Exception: Compensation paid to a board member or family member as a licensed or trained referee provided it is the same compensation paid to all similar referee/umpires and that the aggregate paid to any family is not more than 10% of the total compensation paid to referees
 - d. Exception: The Board of Directors requirement shall not apply to any league that is formed to administer play between school teams and is overseen by those schools or any league that receives specific funding from the DCYF children's fund for its league operations
7. **Not for Profit:** The league must be a non-profit (501c) with an IRS determination letter or be completely volunteer administered and serve fewer than 125 participants.
8. **Disclosure:** The league must provide transparent, detailed information regarding fees, costs, programs, tryouts, playing time rules and guest policies. Such information must be provided to any interested parent, posted on a website and submitted to RPD prior to opening registration.
9. **Registration and Team Formation Services:** League must provide the following services:
- Assisting players in finding teams and teams finding players
 - Assisting teams to sign up in the correct division
 - Verifying player sign ups and rosters meet minimums
 - Providing or verifying insurance
 - Ensuring players are not on more than one team
 - Ensuring teams are formed by RPD deadlines and roster information is provided to RPD
 - Ensuring SF Residency
10. **League Coordination:** League must provide the following services:
- Scheduling games and divisions
 - Providing and coordinating referees
 - Providing field monitors at RPD sites as requested
 - Maintaining league insurance
 - Providing coaches, referees and parent training
 - Providing end of season playoffs and trophies for youth teams 4th grade and up.

¹ The Department will consider applications to provide a grace period to implement changes to bylaws needed to meet these voting requirements



11. **No Financial Benefit:** The league must provide detailed financial information including compensation information to demonstrate that it meets the fundamental APBO requirement that it is not be running for the financial profit of any individual or to fund other operations or programs.
12. **Multiple Leagues Offering Same Sports:** To ensure efficient and equitable field space for all sports, the Department will continue its current policy that the Department will only offer APBO status to one comparable league per sport per season.
13. **Field Allocations**
 - a. APBO Game Fields: One game slot per week will be provided for every two registered teams. Rainout make slots are not provided
 - b. APBO games fields are only available on weekends except for SF softball (grandfathered program) and limited number of spring youth baseball fields
 - c. Practices: Youth teams will be allocated practice fields during after school hours based on age and availability pursuant to the Department's Field Allocation Policy.

League Applications: League applications must be submitted 60 days in advance of commencing registration or announcing fees for each season of play (fall, winter, spring, summer). Applications must demonstrate that leagues meet the eligibility criteria set forth above and also include the following information:

- Season of Play
- Dates of player registration
- Dates of league operation
- Size of fields and lengths of games for each age and division
- All fees, expenses and services
- Method for allocating scholarships
- Method for scheduling
- Filing Fee of \$308

To apply to go: xxxxx



SF Teams Participating in Leagues from Outside SF Approved Public Benefit Rules

1. **Affordability/Scholarship:** The team must meet one of the following requirements:
 - a. **No Paid Compensation:** No compensation may be paid to any coaches or administrators OR
 - b. **Scholarships:** The team must offer the following:
 - i. A full scholarship shall be made available to any SF player on the team that is eligible for a 100% scholarship under [RPD scholarship rules](#) provided that a team shall not be required to make more than 2 full scholarships available to SF players. A team may require a good faith commitment payment of up to \$100; and
 - ii. A 50% reduction in all fees for any family that is eligible for a 50% scholarship under [RPD scholarship rules](#).
2. **Club Requirements:**
 - a. **Applicability:** If a team is part of a club, the club must separately meet the standards set forth below and submit an application ([APBO Club Approval](#)). A team will be considered part of a club if:
 - i. The team is branded with a club name: OR
 - ii. The team's players team fee payments through a centralized organization (as opposed to a family on the team pooling funds for that team only and hiring a coach)
 - b. **Not for Profit:** The club must be a non-profit (501c) with an IRS determination letter.
 - c. **Independent Board:** The club must be administered by a volunteer board of directors
 - i. **Election of Board:** Board members must be elected by a vote of the players in the club (or in the case of youth their parent or guardian)². Coaches and administrators may not vote on behalf of players and safeguards must be in place to ensure independent voting.
 - ii. **Compensation to Board and Family Members:** No compensation may be paid to board members or their family members by the club or any participating teams.
 - **Board Family Members:** Includes parents, children, grandparents, grandchildren, spouses or domestic partners and any other residing in the same home with the board member.
 - **Exception:** Compensation paid to a board member or family member as a licensed or trained referee provided it is the same compensation paid to all similar referee/umpires and that the aggregate paid to any family is not more than 10% of the total
3. **Disclosure:** Clubs and teams must provide transparent, detailed information regarding fees, scholarships, costs, programs, tryouts, playing time rules and guest polices. Such information must be provided to any interested parent, posted on a website and submitted have been submitted to SFRPD prior to tryouts or registration.

² The Department will consider applications to provide a grace period to implement changes to bylaws needed to meet these voting requirements



4. **Good Standing:** The team and any club with which it is affiliated must not have been found to violate SFRPD field permits, residency requirements, tryout requirements or any of the above conditions in the previous 12 months or been found to misrepresent information in prior APBO applications³.
 - a. First violation – loss of APBO status for the next year for the team, club and any other team in the club and any affiliated coaches or administrator
 - b. Second violation – loss of APBO status for the next three years for the team and additional loss of one year for the club.
 - c. Third violation – loss of APBO status for the next three years for the team, club and any affiliated coaches or administrator.

5. **Roster Eligibility and Verification:** Each team must provide proof of residency for all players on its roster:
 - a. **Number of Nonresidents:** A team may not have more than 2 nonresidents on a team for ages up to 8th grade and 3⁴ nonresidents for older teams) AND
 - b. **Evidence of Residency:** Each team will need to present a folder to SFRPD with residency information for each of its players.
 - i. The best and clearest way to establish San Francisco residency for a player is an official communication from the child's school to the child or child's parent. (The last name of the parent must match the last name of the child, or proof of guardianship must also be provided showing SF residency. Examples include
 - Notice of Enrollment
 - Report Card
 - School Bill
 - ii. If the other are not available – you must provide 3 of the following (no more than one from any category):
 - Driver's License
 - Voter's Registration
 - School records
 - Welfare/child care records
 - Federal records
 - State records
 - Local (municipal) records
 - Support payment records
 - Homeowner or tenant records
 - Residential Utility bill (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal) – only one of these may be submitted among the three documents.
 - Financial (loan, credit, investments, etc.) records
 - Insurance documents
 - Medical records
 - Military records

³ Violations prior to adoption of these rules on March 15, 2018 will not be counted.

⁴ The Department recently reduced the number of nonresidents from 4 to 3. Existing teams with 4 nonresidents may keep those nonresidents on the team but may not replace them.



- Internet or cable or records

Pre-Clearance of APBO Status: Teams may apply for preclearance of their APBO Status in order to ensure that their team fees are correct when they solicit players. If the team is part of a club, the club may submit on behalf of the team. For preclearance go to:

- [Club Team Preclearance](#)
- [Independent Team Preclearance](#)

Individual Travel Team Applications: Each team must submit an application for each season of play. Applications must be submitted by the applicable deadline for that season. Applications must demonstrate that the team meets the eligibility criteria set forth above and also include the following information:

1. Processing Fee: Each team must pay an APBO application processing fee per season. (Fees may be waived or reduced for hardship for teams with all volunteer coaches and administrator but a minimum fee of \$50 will be required)) This fee covers the cost of verifying information, checking rosters and allocating fees.
2. Applications must demonstrate that team meets the eligibility criteria set forth above and include the following information:
 - Dates of Player Registration
 - League of Participation
 - Season of Play
 - Club affiliation (if any)
 - Size of field and length of game
 - Information provided to participating families regarding their fees and services in a form required by RPD
 - All fees, expenses and services
 - Method for allocating scholarships
 - Plans for covering playing games if field allocations are not adequate
 - Tryout dates
 - Any commitment to play times
 - Guest player Policies
3. Applications must include the Filing Fee of \$308
4. Application Deadlines:
 - a. Fall Season (Sept 1-Nov 30): May 24
 - b. Winter Season (Dec 1-Feb 28): October 1
 - c. Spring Season (March 1-May 31: December 7
 - d. Summer Season (June 1-August 15): April 1
5. Go to www.to come to submit application once your team is formed and you have a complete roster.

Affiliated Club Application: Each club must submit an application demonstrating the requirements set forth in 2 above. Go to [APBO Club Approval](#)



SF Based Youth Programs- Approved Public Benefit Rules

1. **Participation:** Only SF residents may participate in the program.
2. **Scholarships.** The program must have a scholarship program that ensures players are not denied participation because of ability to pay.
 - a. The program must offer a 100% scholarship to any participant eligible for a 100% scholarship under [RPD scholarship rules](#) provided that a payment of up to 10% of fees may be required to show commitment;
 - i. In the event that a program receives 100% scholarship requests exceeding 10% of its total participants, it may restrict the number of scholarships by a lottery or other unbiased mechanism
 - b. The program must offer a 50% reduction in all fees for any participant that is eligible for a 50% scholarship under [RPD scholarship rules](#).
3. **Not for Profit:** The program must be a non-profit (501c) with an IRS determination letter.
4. **No Compensation to Organizers**
 - a. For all programs no compensation from program fees may be paid to the organizer or organizers or their family members from program fees or to any coaches
 - i. Family Members: Includes parents, children, grandparents, grandchildren, spouses or domestic partners and any other residing in the same home with the board member.
 - b. Exception: This requirement shall not apply to any program that receives specific funding from the DCYF children's fund for its league operations
5. **Disclosure:** The program must provide transparent, detailed information regarding fees, costs, programs, tryouts, playing time rules and guest policies. Such information must be provided to any interested parent, posted on a website and submitted to RPD prior to opening registration.
6. **No Financial Benefit:** The program must provide detailed financial information including compensation information to demonstrate that it meets the fundamental APBO requirement that it is not be running for the financial profit of any individual or to fund other operations or programs.
7. **Field Allocations:** Field allocations may be limited especially during after school hours. School programs are expected to use their own facilities.

Program Applications: Program applications must be submitted 60 days in advance of commencing registration or announcing fees for each season of play (fall, winter, spring, summer). Applications must demonstrate that programs meet the eligibility criteria set forth above and also include the following information:

- Season of Play
- Dates of participant registration
- Size of fields needed and length of time
- All fees, expenses and services
- Method for allocating scholarships