



City of Bothell™

Field Allocation Process

WHO IS ELIGIBLE TO PARTICIPATE?

Sports organizations of four (4) teams or more that serve City of Bothell residents.

HOW IS FIELD USAGE DETERMINED?

Field allocation is based off of the number of Bothell residents inside the city limits that participate in each organization, based on the previous season's registration numbers. Organizations must submit a verified list (see "How do I verify residency?" below) of their players that reside in Bothell's city limits to the Recreation Coordinator by each season's deadlines. List must include the following information for each player:

- Name (or organization ID number)
- Address
- School district

FIELD ALLOCATION FORMULA <i>(Field Scheduling Guide 4.5.2)</i>	
Field Allocation Rate = # of available field slots ÷ # of Bothell residents participating in all organizations	<p><i>Ex: If the North Creek Sportsfields have 24 weekday slots, 16 Saturday slots, and 4 Sunday slots, and there were 200 residents participating in all organizations, the allocation rate would be...</i></p> <ul style="list-style-type: none"> • WEEKDAY: $24 / 200 = .12$ • SATURDAY: $16 / 200 = .08$ • SUNDAY: $4 / 200 = .02$
Number of weekly field slots per organization = # of Bothell residents in organization X field allocation rate	<p><i>Ex: If an organization had 50 residents out of that 200 total, this would be their allocation...</i></p> <ul style="list-style-type: none"> • WEEKDAY: $50 \times .12 = 6$ slots • SATURDAY: $50 \times .08 = 4$ slots • SUNDAY: $50 \times .02 = 1$ slot

HOW DO I VERIFY RESIDENCY?

Not all players with a Bothell address actually reside within Bothell's city limits (and there are a tiny number of Woodinville/Kirkland addresses that DO!). To check if an address is within the city limits and qualifies as a Bothell resident, organizations must:

1. Go to www.bothellwa.gov/cobmap.
2. Enter a street address into the box in the upper right corner, and hit ENTER.
3. If the blue address marker shows up within the dashed blue boundary line and the address is listed on the left with (BOTHELL) after it, the player lives within the city limits. If the marker shows up outside the boundary line and says (UNINCORPORATED SNOHOMISH COUNTY), the player resides outside of the city limits.

Tips on searching an address:

- Leave out punctuation (ex: "St" instead of "St.", "20 100th St" instead of "20- 100th St").
- Don't use individual apartment numbers, just search the main complex address.

- Don't write "Street", "Avenue", "Boulevard", etc. Abbreviate! ("St", "Ave", "Blvd", etc.)
- You don't have to search using the full city/state/zip. Street address will suffice.
- Occasionally there is an address that COBMAP does not recognize. If that happens, you can cross-reference the address using Google Maps or another online mapping service.

The Recreation Coordinator may choose to check any list of verified residents submitted for a season. *If we find more than 3 players on a list that are not within the city limits, the Recreation Coordinator will notify the organization that their list has not been accepted and they must submit a newly verified list by posted deadline.*

Questions on verifying residency? Call (425) 806-6760 or email recreation@bothellwa.gov.

WHEN ARE MEETING DATES & DEADLINES?

An organization's verified list may be submitted for the coming year anytime after Dec. 1. Allocation seasons and deadlines for 2019 are as follows:

WINTER 2019 (January 2 – end of February)	SPRING 2019 (First Monday in March - early June)	FALL 2019 (Tuesday after Labor Day – end of December)
Verified resident numbers: Fri, 11/30/18	Verified resident numbers: Fri, 1/11/19	Verified resident numbers: Fri, 8/2/19
Winter allocation meeting: Wed, 12/12/18	Spring allocation meeting: Wed, 1/30/19	Fall allocation meeting: Wed, 8/7/19
Final schedule sent to organizations by: Wed, 12/19/18	Final schedule sent to organizations by: Fri, 2/8/19	Final schedule sent to organizations by: Fri, 8/16/19

We do not currently have a summer field allocation, due to our summer sports/camps programming. If you would like to enquire about summer field availability, contact the Recreation Coordinator.

WHAT IS REQUIRED OF ORGANIZATIONS PRIOR TO FIELD USE?

Once allocation is complete and schedules have been sent to organizations, organizations must submitted the following to the Recreation Coordinator prior to their first day of use:

- A certificate of insurance AND endorsement naming the City of Bothell as additionally insured, with General Liability limits set at no less than \$1,000,000 per occurrence.
- A signed Field Use Agreement for upcoming field use.
- **New Organizations: Half of their anticipated fees for the season, as well as any equipment storage deposit due.**
- **Returning Organizations: Must be in good financial standing with the City of Bothell, and submit any equipment storage deposits due.**

Organizations will not be allowed to begin field use until all of the above has been submitted, and will forfeit any fees for use scheduled prior to meeting requirements. Once requirements have been met, scheduled use may begin immediately.

See [FIELD SCHEDULING GUIDE](#) for more information on requirements, fees, field use policies, etc.

RECREATION COORDINATOR: Kari Bachle | kari.bachle@bothellwa.gov | (425) 806-6755