

Minutes of December 14, 2017 Board Gathering

Prep for Meeting with Parks & Rec

- 1) Introductions
 - a. Jeff Capellini, President, introduced himself and introduced new member, Josh Burrows, who will be in charge of Public Relations
 - b. Jeff has been president of CSC for about 2 ½ years
- 2) Club Details
 - a. Spring is our big season, with about 800 rec players and 250 travel and academy players. In the fall, we had about 550 rec players and 250 travel and academy
 - b. Chain of command – Board’s role is strategic and advisory, staff run the daily operations
 - c. Dan Bales has direct supervision of all staff
- 3) Club expectations
 - a. Members/players’ families have certain expectations
 - b. We need to work harder to show them all that the club does for them
 - c. We need to “build our brand” and put a better communications plan in place
- 4) Preparation for meeting with the Parks and Recreation staff tonight
 - a. The new proposal does not include the attachments/enclosures. Our Board will not sign the proposal until we can read all of the supporting documents.
 - b. Are EVHS and other field users being asked to sign the same document? They use our equipment/goals and have ruined Practice field A. Also, EVHS needs to be off the fields by 5 p.m. so as not to interfere with our practices.
 - c. Who is responsible for field lining? Currently, we bear this responsibility and expense.
 - d. Can we use sandbags for goal anchors? Current anchors are destroyed by mowers, etc. and we paid \$835 in 2017 to replace goal anchors.
 - e. The proposal lists that there is a fee for the use of lights. We need to determine whether we can use our own portable lights.
 - f. We need to ask about payment of concession stand utilities and cleaning if we opt not to use the stand. Need to ask about use of food trucks for concessions.

December 14, 2017 Meeting of CSC and Parks & Rec

Meeting Participants:

Culpeper Soccer Club: Jeff Capellini
Andy Ganas
Alan Moy
Dan Bales
Juan Garcia
Carlos Barona
Cindy Grotz

Parks and Rec: John Barrett
Tabitha Riley
Mike Skelton

Meeting Minutes:

- 1) Purpose of meeting is to discuss the Policies and Procedures document
 - a. Parks and Rec staff emphasized that the agreement is with the County Board of Supervisors who authorized building the complex in 2003-2004.
 - b. This Policies and Procedures document went through the county attorney and was approved by the Board of Supervisors in July 2017.
 - c. The plan is for the football, baseball, lacrosse, rugby and soccer leagues to sign this agreement every calendar year.
 - d. CSC Board President, Jeff Capellini, pointed out that the major document referenced in the Policies and Procedures is not currently available and that the CSC cannot sign any agreement until we are able to review that supporting document. Parks & Rec stated that an immediate signature is not required nor expected.
- 2) Assessment of field fees for all travel team usage of fields (the major change in the Policies and Procedures to which CSC objects)
 - a. Practice fields will have lower fees than competition fields.
 - b. Practice fields are available at Lenn Park and Spilman Park.
 - c. Jeff stated that CSC has not budgeted for these new charges and that our fiscal year runs from August to July.
 - i. He further iterated that our club provides recreational sports for the entire county and that travel and rec soccer share one budget, with travel soccer funds supporting many of the rec activities as we strive to keep fees low for all families.
 - ii. He requested that all fields be free for CSC as long as we are predominately a rec club.
 - d. John Barrett commented that CSC may be able to go to the Rules Committee and request a waiver of the fees for this spring.
 - i. He stated that the number one priority of the Board of Supervisors is for recreational sports, i.e., those that any child in the county can walk on and play without requirement of try-outs.

3) Field Maintenance

- a. Jeff asked who is responsible for lining fields when other clubs are sharing the fields with CSC.
 - i. John Barrett stated that CSC may bill other clubs for field lining since we are already lining fields and want to insure it is done correctly.
 - ii. Jeff stated that it is not right to make us negotiate with other clubs.
 - iii. Jeff requested that Parks & Rec revise the document to state that the Primary field user (CSC) will perform lining and is permitted to charge other field users for this lining.
 - iv. **ACTION ITEM:** Parks & Rec asked CSC to come up with a price to line a single field one time.
- b. Parks and Rec stated that they had about \$7000 in field repair costs because goals are left out
 - i. It was agreed that we need a sign telling coaches to move goals out of the painted goal mounts for practices to prevent wear and tear on those areas.
 - ii. Parks and Rec will now bill users for wear and tear costs over \$200.
 1. CSC requested dialogue before charges are assessed because it is not always our activities that cause damage.
 2. CSC requested dialogue and the ability to walk fields with staff when decisions are made about field closures.
 3. CSC requested access to field closure signs so we can help enforce closures.
 - a. Parks and Rec agreed to provide the combinations so that CSC can access these signs.

4) Site Improvements

- a. CSC asked whether, if, in the future, we decided to invest in lights and/or artificial turf, this would be counted as a donation to the county or whether it would garner special or preferred status for our club?
 - i. Parks and Rec stated that any improvements would be a donation with no resulting benefits.
 - ii. Parks and Rec suggested that, if CSC wants to contribute to field improvements, then our efforts would be best spent contributing to county fundraising efforts as a whole.
- b. CSC asked whether we could use our own, portable lights on fields.
 - i. Parks and Rec stated that portable lights are not allowed as they cause damage to the fields.

5) Goal Anchors

- a. CSC stated that we spent over \$800 last year replacing goal anchors that were lost or damaged by mowers.
- b. Jeff asked whether we may move to encased sandbags as goal anchors? They are puncture proof and harder to move or damage.
 - i. Parks and Rec agreed that such a move would be acceptable.

6) Scheduling

- a. CSC pointed out that EVHS teams do not always vacate the practice fields at the agreed upon times.
 - i. Parks and Rec agreed to reinforce to EVHS that their practices are to end by 5:15 p.m.
- b. Tabitha Riley stated that she needs names, emails and cell phone numbers AND cell phone providers of all coaches sent to her so that she can set up contact groups for text notices when fields are closed.
 - i. It was agreed that Cindy Grotz, of CSC, will provide this information and will handle all scheduling with Tabitha Riley.
- c. Jeff asked if the 2-month notice requirement is a hard and fast rule for scheduling?
 - i. Parks and Rec stated that they need ample time to input schedules but a full two months' notice is not always required, as long as changes are not made at the last minute.
- d. Practice fields may only be reserved 4 days/week to allow availability to other users.
 - i. If no other group reserves fields and they are vacant, then CSC may use those fields.
 - ii. If another group reserves practice field space but does not use it for several consecutive weeks, then their reservation will be void.
- e. Recreation team field reservations may be made the first business day in February and the first business day in July, for spring and fall seasons, respectively.
- f. Travel team field reservations will be accepted on the first business day in March and the first business day in August.
- g. If travel schedules are not available well in advance, then they must be provided at least several days before teams step on the fields.
- h. Recreation teams get priority in all rescheduling.
 - i. CSC should let Tabitha know when we need to reschedule a rain-out. **CSC will get in-house priority** for rec and travel reschedules.

7) Utilities and Concession Stand

- a. If we choose not to run the concession stand, do we have to pay any fees?
 - i. No, but Parks and Rec can bring someone else in to run it.
 - ii. Can CSC choose to bring in food trucks and charge a portion of the profits as a fundraiser for our club?
 1. If the concession stand is open, then the food trucks may not compete. They would have to sell items that are not being sold at the concession stand.

8) Advertising

- a. Banners now need to be made of mesh.
 - i. Can existing banners be grandfathered in? CSC has several banners that were just printed according to the old standards.

- ii. Parks and Rec stated that existing banners will be accepted but, moving forward, all need to be mesh.
- iii. Parks and Rec needs to approve all sponsors, through its advisory board, before they can hang banners. Mock-ups of all proposed banners must be presented at the monthly meeting of this board.

9) AirFest

- a. CSC objects to giving up parking and cancelling games for this event when there is ample parking in the EVHS lots.
- b. Parks and Rec noted this objection but did not agree to a change at this time.

10) Field Repair Schedule

- a. CSC requested a schedule for field repairs.
- b. Parks and Rec stated that these are done during the month of July.
- c. If camps are held, this impacts field repair.