



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



CAPRA LEAGUE MEETING Minutes
COMMUNITY CENTER
FEBRUARY 4, 2020
7:30PM

In attendance:

Dean Curtis, Lower Bucks Lacrosse President
Noelle Codispoti, PAA Commissioner
Steve Beede, YMS President
Jim Dunn, LMFA President
Matt Martinelli, LMFA Vice President and Safety Officer
Monica Tierney, Director of Parks and Recreation
Veronica Giles, Parks and Recreation Program Manager

- I. League Day: Introduction to league day. Leagues will have to determine a League Day representative to help with registration. More details to come about Food, Price, Entertainment. Steve Beede mentioned he could use his online software but there is a large service charge. Monica Tierney said she would investigate using our registration ticketing software for the event. There are more details to come about food, price, entertainment.
- II. Field Space/Space Availability:
 - a. Monica Tierney mentioned that the opportunity to have partial permitting for the LMFA to use the Memorial Park Field for permitting will go before the BOS February 5th.
 - b. The need for more field space was discussed. Snipes was discussed and couple of alternatives were offered.
 - i. Acquire more land
 - ii. Use Farm Space
 - iii. Add two township owned turf fields at mac
 1. Turf pros or day to day maintenance cost time savings
 2. Large up-front costs every 10 years it will need resurfacing
 3. Creating a capital reserve fund so the 10 year maintenance will be covered
- III. CAPRA Accreditation: How will this affect leagues?
- IV. New Parks Maintenance Standards and Schedules
 - i. Ethics Policy- Do not tip the staff. Working on a policy for this.



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- ii. Maintenance
 - 1. Creating a protocol that should be complete by the end of the FY
 - 2. Monica made the leagues aware of the Maintenance Union and instructed the leagues to keep her in the loop about what type of maintenance that is planned so we can be sure that it does not violate the union contract and so we can be sure that we are not being counterproductive to each other's work.
- V. New Concussion Protocols
 - i. Please send your current concussion protocols
 - ii. The township is looking for accountability with concussion protocols from the leagues. It was determined that most leagues follow governing body protocols.
 - iii. Central training for all safety related services for volunteers were discussed. Looking for a way to offer classes centrally for volunteers.
 - iv. Safe Kids Bucks County is working toward some of these things and offers some trainings at no charge.
 - v. Monica asked all leagues to send in current protocols for concussion, CPR and AED training, and Child abuse/background checks.
- VI. Formal Contracts with every active user group
 - a. For leagues currently using fields.
 - b. Manages expectations
 - i. Clear lines of what each side does.
 - ii. In line with union expectations
 - c. Leagues requested to receive a calendar of when P&R does things ex. Water turned off, bathrooms locked etc.
 - i. Monica mentioned that that will all be part of the contract.
 - d. Monica Requested that all leagues send a schedule of big games and days that are going to be higher traffic. All discussed how that would be easiest.
 - e. Monica Discussed how we will be transitioning software and that what ever we decide on will be much more user friendly.
 - f. Monica Discussed the plan and how fields will be rated based on their use (Red, Green, Yellow) Each rating will determine what type of maintenance it receives. For example a high usage park will have a different maintenance rating than memorial park.
- VII. Parks and Recreation Master Plan
 - a. This is to be discussed at the next Park Board meeting.
- VIII. Complete Parks and Recreation needs assessment
 - a. The idea is to complete the needs assessment beyond what we completed in 2018 to encompass all of parks and recreation prior to the start of the Master Plan so it can be included.
- IX. Next Park Board Meeting is February 11th
 - a. Let Monica Know if you would like anything else on the schedule.
- X. Next League Meeting will be March 3 at 7:30 in the Community Center.