



# 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 Appreciation Day: Introduction to league day at the LMT Pool complex. Leagues will have to determine a League Day representative to help with registration. 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.
  - a. Pool members will have no entrance fees. Non-members will have the opportunity to sign up for membership that night, with their entrance fees being a discount toward membership.
  
- 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 5<sup>th</sup>. Considerations for permitting will be on a one-year trial basis at first. Concerns were discussed about the large crowds that form at practices. Parking/space should be further looked at.
  - 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
        - a. YMS discussed how turf has benefitted their league and commented on the upkeep needs that come with turf.
        - b. LMFA commented that this would greatly improve upon the current situation.



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2. Large up-front costs every 10 years it will need resurfacing
      - a. LBL gave insight on the costs associated with resurfacing from experience.
    3. Creating a capital reserve fund so the 10-year maintenance will be covered
- III. CAPRA Accreditation: How will this affect leagues?
  - a. Monica discussed the accreditation process and requirements.
  - b. A maintenance plan is needed for accreditation. Monica asked the leagues to work closely with her on a schedule of their needs from pre-season to post-season wrap up.
- IV. New Parks Maintenance Standards and Schedules
  - i. Ethics Policy- Do not tip the staff. Working on a policy for this.
  - 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.
    3. Leagues showed concern that their needs are not currently having their maintenance needs met. They expressed that there should be better processes to getting what they need done in order to not violate Union policy, yet have adequate fields and facilities.
- V. **New Concussion Protocols**
  - i. Please send your current concussion protocols. If your league participates in standards for a National standard for the sport, send us what those standards are and how you keep in line with them.
  - 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. Leagues agreed it would be productive to find a way to streamline as much of the requirements for training and clearances as possible. Many coaches coach between leagues. Would save time and money if there were umbrella trainings and shared clearances. The department, in conjunction with the leagues will look 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. Monica discussed some Safe Kids initiatives and the possibility of grants or funding toward some required trainings and equipment.
  - v. Monica asked all leagues to send in current protocols for concussion, CPR and AED training, and child abuse clearances/background checks.



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- VI. Formal Contracts with every active user group
  - a. Contracts will be created for leagues currently using fields. Leagues wanted clarification about the reasoning for contracts and what would be enclosed in each one.
  - b. Manages expectations
    - i. Clear lines that detail what each party is responsible for.
    - ii. Will inform of union expectations in order to prevent any future issues.
  - c. Leagues requested to receive a calendar of when P&R does things (i.e. 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. Leagues asked if there was a way to bulk upload schedules into our recreation software. Monica will look into league access.
  - e. Monica discussed how we will be transitioning software and that whatever we decide on will be much more user friendly for both sides.
  - 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.
    - i. The goal is to have a plan that is specific to Parks and Recreation and is all encompassing of the facilities and land we are responsible for. Parks and Recreation would like to be self-sufficient.
- 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 11<sup>th</sup>
  - 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.