

Volunteer Field Director Manual

Daily Operating Procedures

In order to comply with Fairfax County Public Schools (FCPS) regulations, the Volunteer Field Director (VFD) must follow four basic steps to prepare a field for community use. Please allow at least 15 minutes before and after your scheduled usage to accomplish these procedures.

1. *Inspect the field for existing damage.* The Department of Neighborhood and Community Services (NCS) and your group are responsible for paying for repairs due to property damage that occurs during your usage. The VFD must inspect the field and surrounding areas to determine the existing condition of the permitted space before usage begins. This inspection includes: the playing field, walkways, parking lots, spectator areas and other areas that are accessible to the public for community use. Make note of the existing damage and make sure NCS is aware of those items. Damage areas must be reported within 24 hours to NCS at 703-324-5522. Each day's inspection, before and after use, should be included on the biweekly report.
2. *Inspect the facility for safety concerns.* As a VFD it is your responsibility to identify potential safety hazards. Any existing safety hazards should be corrected or minimized before use of the permitted area. These potential hazards include: unsecured goals, exposed sprinkler heads (if applicable), standing water, divots, excessive trash (especially broken glass). The VFD should report any questionable safety conditions within 24 hours to NCS for further inspection and resolution. School equipment moved by the VFD must be returned to its original location and position before leaving the facility. Appropriate caution should be exercised while moving the equipment to prevent personal injury or property damage. If there are any lingering concerns, the field should not be used.
3. *Prepare field for community use.* VFDs must work with assigned teams to walk the entire facility to identify potential safety hazards. Safety for the players and spectators is a team effort, and should not be compromised for any reason.
4. *Identify the location of a telephone in case of emergency.* Many schools have a pay phone available. If not, be sure to have a mobile phone in case of emergency.

The four basic procedures above, if followed daily, will provide a safe and relatively trouble-free environment for your group in their recreational pursuits.

Make sure you have your VFD certificate and photo identification with you at all times while you are on duty.

Supervision of Participants

1. The VFD is to be NCS's ambassador of good will, on duty to guide the participants and spectators through the rules and regulations designed to protect them and to be of service to everyone. The VFD is in charge of the facilities and will interpret all rules and regulations of NCS, the Park Authority and FCPS. It is your responsibility to read and have a working knowledge of the field guidelines. Violations should be reported to the supervisor on duty at 703-324-5515 or by calling the NCS after-hours hotline, 703-609-8870.
2. The appropriate field entrance should be clearly identified from the parking lot by the use of strategically placed, temporary, signs.
3. Field security is of paramount importance and is the VFD's responsibility. The VFD must remain on duty and in the areas reserved for community use and not actively involved in coaching, officiating, or scorekeeping. Frequently supervise the permitted field and surrounding areas, and direct members of your group to remain in the assigned area at all times.
4. Parents of younger children should be reminded to supervise their children closely and not allow them to run unsupervised.
5. Food and drinks other than water are not allowed on synthetic fields. Encourage spectators and participants to consume food and drinks away from the playing surface.
6. Encourage adult participants to lock up valuables in the trunks of their cars for safe keeping.
7. If someone becomes injured or damage occurs to the equipment or facility, the on-duty VFD is responsible for completing the accident report or school property damage report and mailing it to NCS or faxing it to 703-324-5546. See the Forms and Reports section for more details.

Equipment and Facilities

1. Soccer, lacrosse and field hockey goals are the only equipment authorized for community use. Any other items, including chairs, must be approved in advance via a request through NCS (703-324-5522). All groups are responsible for setting up and returning chairs to designated areas after use.
2. Use of bleachers (where available): To assure safe use of bleachers, users must comply with the following conditions:
 - a. Bleachers are to be inspected by the VFD before each use for loose footboards, seats or handrails. Immediately report any problems to NCS, and do not use the bleachers if safety is in question.
 - b. To minimize the inconvenience of this requirement, users must notify NCS seven days in advance of the need to use bleachers.
3. Use of any table or other "furniture" on an athletic field must be approved by NCS at least seven days before permitted use.
4. The VFD is responsible only for groups scheduled by NCS.

NCS Area Monitors

NCS employs area monitors to provide program assistance during regular supervisory visits to fields. A call for assistance to 703-609-8870 can alert your area monitor to a problem and have him/her there within 30 minutes.

During visits the area monitor will inspect the facility, identify the VFD on duty, and assist you in any way necessary. The area monitor has the responsibility of reporting any violations and offering solutions to problems related to this program.

In an emergency, call FCPS school security for issues on school fields (571-423-2000) or the FCPD non-emergency number (703-691-2131) for issues on park fields.

Close Out Procedures

At the end of your scheduled time:

1. Clear the field of all participants.
2. Return all equipment to its original location. If another VFD or group is using the field after you, you must communicate the proper location for such items to the next VFD. All goals must be locked and secured off field after use. The sponsoring organization that owns the goals must have their name and contact telephone number clearly marked on every goal.
3. Final inspection of the field is to be completed at the end of each day's usage. Complete the biweekly report to record the condition of the facility and attendance. A signed form is the best evidence that your group is not responsible for any damage to the facility. See the Forms and Reports section for more details.
4. Never leave the facility without a final inspection.
5. Monitor the school grounds and parking area for litter.

Cancellation Procedures

1. *If your group is not going to use a scheduled gym assignment*, contact NCS at 703-324-5522 (8:00 am – 4:30 pm) one week in advance of the scheduled usage date. Emergency cancellations Saturdays and Sundays should be reported to the area monitor at 703-324-5515 or 703-609-8870.
2. *Cancellations will be made due to inclement weather* when FCPS closes for the entire day or early or weather dictates the closing of a park field (posted on the FCPA web site). If schools are closed on Friday, weekend use will not be automatically cancelled. A decision concerning these activities will be made by 7:00 am on Saturday and 7:00 am on Sunday or as soon as possible if hazardous conditions develop. Decisions will be broadcast on local television and radio stations, FCPS Channel 21 on Fairfax County cable systems, and on the NCS Weather Line (703-324-5264).
3. *Community use will not be cancelled on holidays* when schools are closed for FCPS 12-month employees. Community use will not be cancelled on teacher work days. Check your permit for operating status during holidays and school breaks.
4. *If schools close early due to extreme heat*, community use will not automatically cancel. Decisions will be broadcast on local television and radio stations, FCPS Channel 21 on Fairfax County cable systems, and on the NCS Weather Line (703-324-5264). If gyms remain open, groups must make their own decision whether or not to operate.
5. *When in doubt, call 703-324-5264 or 703-324-5522 for information.*

Frequently Asked Questions

1. *I show up for my usage and there is a school function scheduled at the same time! What do I do?*
School functions take priority over other scheduled activities. However, schools are required to notify NCS of such functions. There has been a communication breakdown between NCS, the school, and your group. Please call the area supervisor at 703-324-5515 immediately and NCS at 703-324-5522 within 24 hours to report the problem. Report the other group's name and contact name and phone number. We suggest these techniques to achieve a diplomatic solution:
 - a. Speak to the person in charge of the group in a respectful manner and explain the scheduling conflict.
 - b. Groups scheduled by NCS have priority over non-school groups, but it is important that neither group be excluded from use at this time. Offer to share the gym, suggest the other group use the cafeteria or a classroom, or wait until the other group is finished.
2. *It is Saturday morning and we cannot get on the field! Who do I call?*
First, check the time you are scheduled to use the field. If a use problem exists, call 703-609-8870 and report the problem to an area monitor. Do not panic and cancel all your games for the day; we will get the field open for you!
3. *What should I do if our group will be finishing earlier than scheduled?*
Notify NCS at 703-324-5533 within 24 hours. Make sure you indicate the time of departure on the biweekly report.
4. *The high school sports team usually finishes their practice 15 minutes late. How should I handle this?*
If speaking to the coach does not solve the problem, call NCS at 703-324-5533 and someone from NCS will relate the situation to the school's athletic director.
5. *A goal is broken during my usage. What should I do?*
Complete a damage report to submit with your biweekly report. Report the damage to NCS at 703-324-5533 within 24 hours.

Forms and Reports (see attached for blank forms)

1. *Bi-weekly Report*
 - Completed daily and mailed or faxed to NCS bi-weekly.
 - Indicate the day and time of gym usage.
 - Record the time of facility inspection by custodian before and after gym use.
 - Briefly describe damage to facility during use. If no damage, indicate so. Do not leave this space blank.
 - Validate report with signatures of VFD.
 - Document attendance to include participants, coaches, and spectators.
 - If the time your group uses the field is different than the inspection times, indicate the scheduled times and the reason for the difference.
2. *Property Damage Report*
 - Completed only when reporting damage to property and submitted by fax to NCS within 24 hours.
 - Indicate the who, what, where, when, and why.

- Information concerning the person(s) responsible for the damage will enable NCS to seek financial reimbursement for the cost of repairs.
- Provide a specific and thorough description of the damaged item and of the damage.
- Specify the location of the damage
- This form must be completed by the VFD on duty and signed by the VFD.
- Mail the original report with your next biweekly report.
- Call NCS at 703-324-5533 within 24 hours to report any damaged.

3. *Accident Report*

- This is not an insurance claim form. NCS must document injuries sustained during community use activities in the event of a legal dispute.
- Indicate the who, what, where, when, and why.
- Be specific and thorough in completing the report. (e.g., front of the left thigh)
- Provide contact information for at least two witnesses.
- Fax *and* mail the report to NCS within 24 hours.

Contact Information

Fairfax County Department of Neighborhood and Community Services
Athletic Services Division
12011 Government Center Parkway, 10th Floor
Fairfax, VA 22035-1115
703-324-5533, 711 TTY
703-324-5546 FAX
AthleticServices@fairfaxcounty.gov

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 Athletic Services Division
 12011 Government Center Parkway, 10th Floor
 Fairfax, Virginia 22035-1115
 Fax – 703-324-5546
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Field Director Bi-weekly Form

Facility: _____ Organization: _____ Report for the period: _____ through: _____ 20__

In order to comply with NCS policies, the Field Director, must check the facility for hazardous conditions and damage before and after use by community groups. Groups are not responsible for damage that occurs other than during NCS assigned hours. If damage occurs during recreation hours, the damage report must be sent to this office. The Field Director is also required to record attendance information on this form.
INSTRUCTIONS: Fill out form daily! Please print. For field use only. Use reverse side of this form for additional information if necessary. Mail, email, or fax this form to NCS.

Day/Date	Begin Inspection Time	Brief description of damage to facility during NCS assigned hours	Final Inspection Time	Facility Director's Signature	# of Participants & Spectators in Attendance	Beginning/Ending Time of Use

Field Director's Name: _____ Field Director's Signature: _____ Date: _____

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Fairfax County Neighborhood and Community Services
Athletic Services Division
12011 Government Center Parkway, 10th Floor
Fairfax, Virginia 22035-1115
Fax – 703-324-5546
athleticservices@fairfaxcounty.gov

ACCIDENT REPORT (This is not a Claim Form)

Location of Accident: _____ Date of Accident: _____

Full name of injured person: _____

Address: _____

Telephone number: _____ Sex: _____ Time of Accident: _____

Accident Reported By _____ To: _____
(Person and/or organization)

Date: _____ Time: _____ Check In person: _____ By phone _____

Injured person was treated by _____

and/or taken To: _____
(Address of hospital, doctor, home, etc.)

By: _____
(Person and/or organization)

Name of insurance company: _____ Notified: Yes _____ No _____

Policy Number: _____

Describe in detail the extent of the injuries: _____

Explain fully what care was given and what procedure was followed: _____

Describe where and how the accident occurred: _____

Name of person supervising activity: _____ Position: _____

Witness:

Name _____

Address _____

Telephone Number _____

**THIS REPORT IS TO BE FILED WITH NEIGHBORHOOD AND COMMUNITY SERVICES
IMMEDIATELY ON THE DAY OF THE ACCIDENT. Please mail, email, or fax this form.**

Date _____ Signature _____
(NCS Volunteer Field Director)

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Athletic Services Division
12011 Government Center Parkway, 10th Floor
Fairfax, Virginia 22035-1115
Fax – 703-324-5546
athleticservices@fairfaxcounty.gov

Facility Property Damage Report

Community groups are responsible for damages that occur during their recreation use of fields. This form must be completed for each incident. Damages during use by other groups not associated with NCS are not your group's responsibility, but if you are aware of any such damage, please complete as much of this form as possible so the information may be made available to the proper officials. Please be specific and thorough with your information. Mail, email, or fax this form to NCS.

Name of School or Park: _____

Date of Damage: _____ Time of Damage: _____

NCS responsible: Yes ___ No ___

Individual responsible for damage:

Name: _____ Phone: _____

Address: _____

Describe in detail the damage: _____

Location of Damage: _____

Explain how damage occurred: _____

If necessary, use reverse side for additional information.

Signature of Field Director

Date

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