



FAIRFAX COUNTY PARK AUTHORITY

M E M O R A N D U M



TO: Chairman and Members
Park Authority Board

VIA: Timothy K. White, Acting Director

FROM: Todd Johnson, Director
Park Operations Division

DATE: February 7, 2008

A handwritten signature in black ink, appearing to be "T. Johnson".

Agenda

Park Operations Committee
Wednesday, February 13, 2008 – 4 p.m.
Board Room – Herrity Building
Chairman: TBD

1. Field Allocation Policy Update (with presentation by DCRS) – Information*
2. Walk-On Use Update from the Department of Community and Recreation Services (with presentation) – Information *
3. Early Season Use of Park Authority Athletic Fields by Fairfax County Public Schools – Information*
4. Approval - Mastenbrook Volunteer Matching Fund Grant Program Request – McLean Youth Soccer – Spring Hill Park – Action*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

INFORMATION

Field Allocation Policy Update from Department of Community and Recreation Services (with presentation)

Department of Community and Recreation Services (DCRS) staff is in the process of completing a review and update to the Field Allocation Policy: Community Use of Fairfax County Public Athletic Fields Policies and Procedures (Attachment 1).

The policy, designed to ensure a fair distribution of fields without bias toward gender or ability level, was last updated in January 2003 and includes a required periodic review by the FCAC. An Allocation Policy Committee and Turf Field Committee that includes DCRS staff and members of the Fairfax County Athletic Council (FCAC) have been meeting monthly since the fall of 2007.

The Allocation Policy Committee has the following three objectives:

1. Review the 90% residency requirement for youth, to include the impact on the participation on select teams throughout the county.
2. Review the current field and gym policies to ensure consistency.
3. Recommend any updates and/or changes deemed necessary.

This committee is also reviewing the "out of county" participation fees.

The Turf Field Committee has the following three objectives:

1. Review the partnership turf field Memorandum of Understanding (MOU) and make recommendations deemed necessary for future MOU standards.
2. Review the field lining standards on turf fields and make recommendations deemed necessary.
3. Analyze the need and recommend location of the next turf field to be developed utilizing application fee revenue.

This Committee is also reviewing the relationship between MOUs or Use Agreements and the allocation policy. Currently the allocation policy does not address MOUs or Use Agreements.

The purpose of this item is to provide an overview of the Field Allocation Policy and update the Board on the progress of these two DCRS committees as it relates to reviewing and updating the Field Allocation Policy. The committees will recommend updates to the Allocation Policy to the FCAC for approval this spring. Any changes will be subject to final approval by the Board of Supervisors.

Board Agenda Item
February 27, 2008

ENCLOSED DOCUMENTS:

Attachment 1: Field Allocation Policy: Community Use of Fairfax County Public Athletic
Fields Policies and Procedures (published January 2003)

STAFF:

Timothy K. White, Acting Director
Cindy Messinger, Acting Deputy Director/COO
Todd Johnson, Director, Park Operations Division
Dan Sutherland, Manager, Grounds Management Branch
Bob Studholme, Manager, Contract Management Branch

**Community Use of Fairfax County
Public Athletic Fields
Policy and Procedures**

**Publication Date:
January 30, 2003**

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I. Purpose

This document establishes the policies and procedures that govern allocation and use of Fairfax County athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of Fairfax County public athletic fields and the process used to allocate and schedule fields, athletic leagues/organizations, individuals, groups and corporate applicants.

Two assumptions formed the basis for the development of the policy. First, the rules for scheduling enable the largest number of county residents to have access to public athletic fields. Second, the field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

- A. The Fairfax County Department of Community and Recreation Services (CRS) shall implement the policy, comply with these regulations and provide equal access to these facilities per the requirements of the allocation policy.
- B. The CRS Director has the authority to make changes to the allocation formula, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the CRS director has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed in the best interest of the facility or County.
- C. The Fairfax County Athletic Council (FCAC), acting as a Board of Supervisor appointed community representative, shall recommend policy, procedural, and planning guidance to the Department of Community and Recreation Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS), and review usage conflicts and make recommendations for resolution. Additionally, FCAC periodically shall review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

- A. Use of County Athletic Fields by organizations and individuals can only be permitted during those periods designated for community use.
- B. A request for a particular athletic field does not guarantee availability or assignment to a specific organization.
- C. Request for athletic facilities will not be considered by CRS from athletic for-profit organizations (for definition see IV.F.).
- D. Fields taken out of service for renovation by either the Park Authority or the FCPS will not be permitted for use.
- E. Assigned facilities shall only be used for the activities for which they were assigned by CRS.

IV. Definitions

- A. **Acronyms:**
 - 1. CRS/DCRS – Fairfax County Department of Community and Recreation Services

2. FCAC – Fairfax County Athletic Council
 3. FCPA – Fairfax County Park Authority
 4. FCPS – Fairfax County Public Schools
- B. **Adult Sports:** Groups of players 19 years of age or older, who participate in athletic competition with other adults.
 - C. **Allocation Calculation Factor:** The divisor used to determine number of teams per organization on which the allocation will be based.
 - D. **Applicant:** Any sports organization, group of teams, or individual formally requesting community use of Fairfax County public athletic fields.
 - E. **Athletic Field Sports:** Any sport that is played on a field configured for the requirements of the particular sport.
 - F. **Athletic League/Organization:** A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.
 - G. **Director:** The Director of the Fairfax County Department of Community and Recreation Services or other individual designated by the County Executive.
 - H. **Fairfax County Athletic Council:** The Fairfax County Athletic Council (FCAC) acts as a community representative appointed by the Board of Supervisors and recommends policy, suggests procedures, and offers planning guidance to the Department of Recreation and Community Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS). It also reviews usage conflicts and makes recommendations for their resolution.
 - I. **For Profit:** A sports organization that makes a profit for individual personal gain by charging fees for concessions, fees for advertising, fees for admission for games, or uses semi-pro or paid players.
 - J. **Group of Individuals:** Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization, and who do not meet the requirements of an athletic league/organization.
 - K. **In Good Standing:** An applicant (group, organization or individual) that has no outstanding bills from the County, or is fulfilling obligations under a payment plan with the County; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no CRS rules violations within the past 12 months.
 - L. **Individual Contact per Sport:** Primary contact for each sport within a multi-sport organization; person who deals with field applications and assignments for a sports organization.
 - M. **Multi-Sport Field:** Any field with a configuration that might support a variety of sports.
 - N. **New Organization:** A new sports group independently established for competitive play.
 - O. **New Sports:** Organized sports not previously receiving community use allocation from CRS.
 - P. **Not-for-Profit:** Any organization, group, individuals or corporate sport teams using athletic facilities strictly for recreational sports participation without assessing unusual

or non-customary fees on the players, club, or team and without charging admission fees for spectators.

- Q. **Non-Resident:** Any individual not residing in Fairfax County, Fairfax City, or the Towns of Clifton, Herndon, Reston, or Vienna.
- R. **Primary Season Sport:** County official designated season for a particular sport.
- S. **Program Expansion:** A sport is added within an organization, and meets all the requirements for allocation of fields.
- T. **Secondary Season:** A season not designated as a primary season for a particular sport.
- U. **Sport Specific Field:** Any field with a permanent configuration designed specifically for one sport.
- V. **Tournament:** Competitive play that requires additional fields beyond an organization's allocation and/or is not part of the regular playing season.
- W. **Youth Sports:** Groups of players the members of which are 18 years of age or younger and participate in athletic competition with other youth.

V. Rules for Applying for Permitted Use of Public Athletic Fields

- A. Any Not-for-Profit applicant, considered in good standing, is eligible for applying for seasonal use of athletic fields as a group, individual, or corporate sport team, providing it meets the following criteria:
 - 1. **Adult Sports:** At least 75% of participants in an adult organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents, said requirement to be phased into enforcement over a three year period as follows:
 - a. By fall of 2003 at least 67% of the participants in each adult sports organization must be Fairfax County residents.
 - b. By fall of 2004 at least 70% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - c. By fall of 2005 and beyond, at least 75% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - 2. **Youth Sports:** Beginning with the 2003 fall season, at least 90% of the participants on each youth sports team must be Fairfax County residents.
 - 3. The number of non-county players per team will be calculated based on the actual team size or on a designated maximum team size, whichever is smaller (see Table 1).

Table 1

Sport	Age Group	Non-County Resident Calculation Basis ¹
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 10 year old	12
Youth Baseball (Sp)	11 to 15 year old	12
Youth Baseball (Su)	16 to 18 year old	18
Youth Field Hockey (Sp)	11 to 18 year old	18
Youth Football (F)	7 to 8 year olds	24
Youth Football (F)	9 to 10 year olds	24
Youth Football (F)	11 to 18 year old	24
Youth Lacrosse (Sp)	6 and under	24
Youth Lacrosse (Sp)	7 to 8 year old	24
Youth Lacrosse (Sp)	9 to 10 year old	24
Youth Lacrosse (Sp)	11 to 18 year old	24
Youth Rugby (Su)	6 and under	22
Youth Rugby (Su)	7 to 8 year old	22
Youth Rugby (Su)	9 to 10 year old	22
Youth Rugby (Su)	11 to 18 year old	22
Youth Soccer (F)	6 and under	12
Youth Soccer (F)	7 to 8 year old	12
Youth Soccer (F)	9 to 10 year old	14
Youth Soccer (F)	11 to 18 yrs	18
Youth Softball (Sp)	6 and under	15
Youth Softball (Sp)	7 to 8 year old	15
Youth Softball (Sp)	9 to 10 year old	15
Youth Softball (Sp)	11 to 15 year old	15
Youth Softball (Su)	16 to 18 year old	18
Adult Baseball (Sp)	19 years or older	25
Adult Cricket (Sp)	19 years or older	25
Adult Field Hockey (Sp)	19 years or older	25
Adult Football (F)	19 years or older	25
Adult Lacrosse (Sp)	19 years or older	25
Adult Rugby (Su)	19 years or older	25
Adult Soccer (F)	19 years or older	25
Adult Softball (Sp)	19 years or older	25

4. Applicants agree to support and enforce the CRS rules, regulations, and procedures set forth in this policy.
5. Users agree to ensure the safety of the players including termination of play if unsafe field conditions exist.
6. Users agree to hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the FCPA and all of their officials, officers, employees or agents, with respect to any injury or property damage caused by user or user's

¹ This is the number used to determine the percentage of players on a team that may be from outside Fairfax County.

employees or agents, including damage to School Board/park property or other public property.

7. Applicants commit to producing proofs of residency upon request by CRS staff.
8. The residency requirement will be waived for teams whose membership is 100% full-time employees of corporations located in Fairfax County.

B. Any applicant applying as an Athletic League/Organization must meet all of the eligibility requirements listed above and submit the organizational documentation as required by CRS.

1. Copy of organization's Bylaws and roster of elected officials.
2. Copy of organization's policy delineating established progressive disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators.
3. Copy of organization's written code of conduct for athletes, spectators, and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations.
4. Copy of organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any Council of Governments or County emergency advisory announcements.
5. Applicants commit to producing proofs of residency upon request by CRS staff.

C. Eligible applicants (groups, individuals, corporate, and athletic league/organizations) must submit the following documentation in order to receive their final permit.

1. A registration list of individual players by sport and age for youth and by sport for adults, including names, gender, addresses, and telephone numbers.
2. A designated contact individual per sport who is responsible for dealing with field applications and assignments.
3. Copy of previous year's game and practice schedules.
4. Notification of any registration fees, equipment fees or other fees charged to participants or participating teams.
5. List of privately owned or leased fields (including name of lessor) and any other jurisdiction's fields being used by the requesting organization.
6. Any additional information deemed necessary by CRS.

D. CRS may deny an applicant scheduled use or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:

1. Required documentation is not submitted;
2. Usage fees and out-of-county player fees are not paid within the specified time frame;
3. A history of field damage, regulation violations, or inadequate supervision of attendees is noted;
4. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
5. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or

participants/organizations whose literature/stated philosophy promotes hatred and/or violence;

6. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed;
7. Violates regulations as identified in XI.J.2 regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or scheduling use of public athletic fields for semi-pro or paid players;
8. Assigned fields are sublet or re-allocated without prior approval from CRS.

VI. Rules for Scheduling Permitted Use of Public Athletic Fields

- A. Deadlines for filing applications are shown in **Table 2** below. A separate application is required for each sport.

Table 2

Applications Due	Seasons
October 1	All tournaments for the following year
December 1	Spring
March 1	Summer
May 1	Fall

- B. Expansion programs or new sports organizations submitting applications for fields for their first primary season must submit the application 6 months prior to the application date noted in **Table 2**.
- C. Tournament applications must be submitted separately by October 1st for all tournaments to be conducted during the following calendar year, and will be processed according to guidelines in section VIII.
- D. Public athletic fields are allocated as follows:
1. FCPS official high school sports
 2. Programs or activities sponsored by FCPA or CRS
 3. Applicants will receive practice and game allocations in the following order:
 - a. Athletic League/Organizations
 - 1) Youth primary season sport games
 - 2) Youth primary season sport practices
 - 3) Adults primary season sport games
 - b. Athletic League/Organizations
 - 1) Youth secondary season sport games
 - 2) Youth secondary season sport practices
 - 3) Adult secondary season sport games
 - c. Groups of individual teams, not affiliated with an organization (depending upon required number of teams per field, group may have to share the field space).

4. First primary season of new sports programs, if application is not submitted 6 months prior to regular application deadline.
 5. Allocation of additional fields due to increases in enrollment.
 6. One time use (e.g., family reunion) and major organization (e.g., corporate picnic) annual events (not tournaments)
 7. Late applications
 8. Non-scheduled practice or pick-up games
 9. Organizations, groups, or individuals not meeting the Fairfax County residency requirement
- E. Applicants serving players 16 years of age or older will receive first assignment of lighted fields with consideration given to adult scheduling.

VII. Rules for Allocating Time on Public Athletic Fields

- A. Fields, including those provided by FCPS, FCPA and Northern Virginia Regional Park Authority (NVRPA) to CRS, are allocated for community use.
- B. Some organizations receive additional community use time from the following sources, and that time will be included as part of the organization's allocation (i.e., Northern Virginia Regional Park Authority, Fairfax County developed or leased fields, FCPA developed or leased fields, FCPS developed or leased fields, Association Fields Funded through Tax Dollars (i.e., Reston Association), Other Local Governmental resources).
- C. Field Availability Dates are defined by FCPS, NVRPA and FCPA
- D. Allocation Criteria
 1. Space will be allocated equitably among primary sports in their primary season.
 - a. Each applicant will receive a preliminary allocation based upon last year's permit registration information.
 - b. Each applicant will receive a permit only after the requesting organization has submitted its current registration information, and it is reviewed.
 - c. Organizations are required to adhere to the approved allocation formula as they make scheduling decisions within their own leagues/organizations.
 2. The allocation calculation factor indicated in **Table 3** is used to determine number of teams per organization, and therefore the number of fields needed for practices and games, and may be adjusted by the County. This would be done after recommendations made by the FCAC, as the available resources in relationship to the level of demand warrant.

Table 3

Sport	Age Group	Allocation Calculation Factor
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 10 year old	12
Youth Baseball (Sp)	11 to 15 year old	12

Youth Baseball (Su)	16 to 18 year old	14
Youth Field Hockey (Sp)	11 to 18 year old	13
Youth Football (F)	7 to 8 year olds	18
Youth Football (F)	9 to 10 year olds	18
Youth Football (F)	11 to 18 year old	18
Youth Lacrosse (Sp)	6 and under	20
Youth Lacrosse (Sp)	7 to 8 year old	20
Youth Lacrosse (Sp)	9 to 10 year old	20
Youth Lacrosse (Sp)	11 to 18 year old	20
Youth Rugby (Su)	6 and under	18
Youth Rugby (Su)	7 to 8 year old	18
Youth Rugby (Su)	9 to 10 year old	18
Youth Rugby (Su)	11 to 18 year old	18
Youth Soccer (F)	6 and under	6
Youth Soccer (F)	7 to 8 year old	10
Youth Soccer (F)	9 to 10 year old	11
Youth Soccer (F)	11 to 18 yrs	15
Youth Softball (Sp)	6 and under	12
Youth Softball (Sp)	7 to 8 year old	12
Youth Softball (Sp)	9 to 10 year old	12
Youth Softball (Sp)	11 to 15 year old	12
Youth Softball (Su)	16 to 18 year old	13
Adult Baseball (Sp)	19 years or older	20
Adult Cricket (Sp)	19 years or older	20
Adult Field Hockey (Sp)	19 years or older	20
Adult Football (F)	19 years or older	20
Adult Lacrosse (Sp)	19 years or older	20
Adult Rugby (Su)	19 years or older	20
Adult Soccer (F)	19 years or older	20
Adult Softball (Sp)	19 years or older	20

3. The minimum number of teams by sport that are assigned to practice on a field at the same time is designated by CRS, and may be adjusted either up or down as the available resources in relationship to the level of demand warrant.
4. The minimum number of teams per field per game is designated as two; however, the younger teams are assigned more teams per game field on the basis of the number of games that can fit within the assigned field.
5. Fields received from the County, FCPA, or FCPS through lease or development agreements will be counted in the allocation for those applicants.
6. Fields received from other local government entities (Town of Vienna, City of Fairfax, etc.) and quasi-government entities (Reston Association, etc.) will be counted in the allocation for those applicants.
7. The County will make every effort to continue allocating usage of fully or partially adopted fields during the appropriate primary season to those organizations with Adopt-a-Field or Friends-of-the-Field agreements, but does not guarantee exclusive use or permanent assignment of those fields.

8. Where possible, sports organizations shall be assigned fields within their community, especially for age groups 15 years or younger.
9. Primary Season Designation **Table 4**.

Table 4

Seasonal Scheduling Dates ²	Primary Season Sports
Fall: Aug. 1 to field closing date	Football, Soccer
Spring: field opening date to June 14 ³	Baseball, Lacrosse, Softball, Cricket, Field Hockey
Summer: June 15 – July 31	High School Age Baseball and Softball, summer <i>only</i> leagues, Tournaments, Rugby, New Sports

10. Primary season practices and games are allocated by sport and age, as designated in **Table 5** below.
 - a. All games must be completed within the allocation season.
 - b. Allocation of games for sports in their primary season will take precedence over allocation of practices.
11. Primary Season Practice Hours and Game Hours per Week per Team Table.

Table 5

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Baseball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Baseball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Baseball (Sp)	9 to 10 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Sp)	11 to 15 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Su)	16 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Youth Field Hockey (Sp)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Football (F)	7 to 8 year olds	3 hrs.	1 hrs.	4	2
Youth Football (F)	9 to 10 year olds	3 hrs.	1.5 hrs.	2	2
Youth Football (F)	11 to 18 year old	4 hrs.	2 hrs.	2	2
Youth Lacrosse (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	7 to 8 year old	2 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	9 to 10 year old	2 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Rugby (Su)	6 and under	1 hrs.	1 hrs.	2	2
Youth Rugby (Su)	7 to 8 year old	1.5 hrs.	2 hrs.	2	2

² There is one Community Use of Fairfax County Athletic Facilities application form that allows the applicant to indicate by check box which seasons are included in the application, and indicate by filling in the blank what the actual duration of the playing season will be for those requested seasons.

³ Consideration will be given for space needed to complete championship games.

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Rugby (Su)	9 to 10 year old	1.5 hrs.	2 hrs.	2	2
Youth Rugby (Su)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Soccer (F)	6 and under	1 hrs.	1 hrs.	6	6
Youth Soccer (F)	7 to 8 year old	1.5 hrs.	1.5 hrs.	4	4
Youth Soccer (F)	9 to 10 year old	1.5 hrs.	1.5 hrs.	2	2
Youth Soccer (F)	11 to 18 years	3 hrs.	2 hrs.	2	2
Youth Softball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Softball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Softball (Sp)	9 to 10 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Sp)	11 to 15 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Su)	16 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Adult Baseball (Sp)	19 years or older		3 hrs.		2
Adult Cricket (Sp)	19 years or older		4 hrs.		2
Adult Field Hockey (Sp)	19 years or older		2 hrs.		2
Adult Football (F)	19 years or older		1 hrs.		2
Adult Lacrosse (Sp)	19 years or older		1 hrs.		2
Adult Rugby (Su)	19 years or older		2 hrs.		2
Adult Soccer (F)	19 years or older		2 hrs.		2
Adult Softball (Sp)	19 years or older		2.5 hrs.		2

12. The following process will be used when there are insufficient resources to meet the seasonal demands of primary sports.
 - a. The resources will be allocated to sports in their primary season, in proportion according to each sport's percentage of the aggregate number of teams.
 - b. Within each primary sport, space will be allocated to organizations in proportion according to their percentage of the aggregate number of teams for that sport.
13. Secondary Season Allocation Criteria (on a space available basis)
 - a. 1 game period and 1 practice period per team per week
Future adjustments to these allotments will be made based upon availability of resources and competing needs.
14. Organizations are required to return to CRS any allocated fields and/or field use hours that the organization does not use.

VIII. Tournament Application and Scheduling

Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.

A. Tournament Request Requirements:

1. Tournament applications must be submitted by October 1st for all tournaments to be conducted during the following calendar year.
2. Tournament allocation requests are submitted separately from practice/game requests.
3. The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
4. Applicants requesting tournaments comprised primarily of County teams must indicate which fields, dates, and times are being reallocated by participating organizations for the use of the tournament.
5. Applicants conducting tournaments must agree to pay for any damages to the facilities used, and may be required to provide a deposit that will be returned if no damage occurs. Deposits will be returned when the County officially cancels use of the fields or the user group cancels because fields are unplayable due to inclement weather or when no damage occurs.
6. Applicants must agree that the tournament may be cancelled by the County due to inclement weather-related field closing.
7. If the tournament fields are damaged to such an extent that the fields are made unusable for the balance of the season, the tournament may not receive future permits until the applicant meets all designated conditions for future use.
8. CRS may assess per team enrollment fees for Tournaments based upon a recommendation by the FCAC.

B. Order in Which Tournaments Are Scheduled

1. Tournaments held during the sport's primary season, or as an extension of the playing season must meet the following residency requirements. The residency requirement will be waived for teams whose membership is 100% full-time employees of Fairfax County corporate sponsors.
2. Adult Sports: At least 75% of participants in an adult organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents, said requirement to be phased into enforcement over a three year period as follows:
 - a. By fall of 2003 at least 67% of the participants in each adult sports organization must be Fairfax County residents.
 - b. By fall of 2004 at least 70% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - c. By fall of 2005 and beyond, at least 75% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.

3. Youth Sports: Beginning with the 2003 fall season, at least 90% of the participants on each youth sports team must be Fairfax County residents.
4. CRS may limit the number of tournament dates and/or tournaments each season. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a schedule conflict, the tournaments will be equally divided among requested dates. If a conflict still exists, the competing requests will be determined by a chance event (coin toss).
5. Tournaments that include or are designed for Fairfax County and for Out-of-County teams during designated tournament season of Memorial Day weekend through Labor Day weekend.
6. Tournaments held outside the designated tournament season that include or are designed for Out-of-County teams, as space is available.

IX. Fees

- A. The County will identify the following fee amounts each year within one week of approval of the County's annual budget.
 1. Light Custodians: Any applicant using lights on school fields must have a paid or trained volunteer light custodian who is responsible for turning the lights on and off.
 - a. If a volunteer, 18 years of age or older and trained by County staff, is provided by the user organization, the hourly fee will be waived.
 - b. Organizations that do not provide a volunteer light custodian will be charged an hourly fee based upon a minimum of 3 hours per night for a paid light custodian.
 - c. Any organization refusing to assign a volunteer light custodian or pay for a staff light custodian will forfeit its use of a lighted facility.
 2. Charges may be incurred by organizations for use of a lighted field.
 3. A non-resident fee established by the Board of Supervisors, or in-kind reciprocal use of facilities, will be charged for all adult and youth players, per sport, per season, per team.
- B. Payment of Fees
 1. Outstanding fees must be submitted with the application in order for the application to be considered.
 2. Fees due based upon a bill received from Fairfax County are due within 30 days of receipt of the bill by the organization.

X. Allocation Review Process

An allocation review is a request for a reexamination of a decision regarding an organization's allocation of facility space or to provide a venue whereby usage conflicts may be addressed and resolved. The allocation review process is structured to ensure fairness and relies on the participation of members from the Fairfax County Athletic Council (FCAC) to make a recommendation regarding the specific allocation.

- A. Any sports organization or sport within an organization may file a request for an allocation review. To be eligible for an Allocation Review, applicants must meet at least one of the following criteria:

1. Application was denied.
 2. Field assignments were less than 90% of the minimum number of authorized hours in accordance with the policy for sports during their primary season.
 3. Usage conflict that cannot be resolved by the affected parties.
- B. To request an Allocation Review, applicants must submit a request in writing to the CRS Director within 10 work days of the release of field permits/schedules, or as conflict arises.
1. The written allocation review request should contain an explanation of the situation from the viewpoint of the sports organization, any new information that may clarify the issue and, if appropriate, a suggested alternative solution to the decision.
- C. All involved sports organizations will be required to bring their actual registrations and schedules to the scheduled review meeting. All organizations that may be affected by the decision may be asked to attend and provide information.
1. The actual registration numbers (at the time of the scheduled meeting) or the estimated registration numbers reported on the applicant's initial application (whichever is lower) will be used to calculate the organization's appropriate allocation.
- D. Members from the FCAC and CRS will form a review committee to provide recommendations for resolutions to the Director.
- E. In the event a satisfactory resolution cannot be found, any organization or individual aggrieved by the decision of the Director may appeal such decision within ten (10) days, in writing, to the County Executive. The decision of the County Executive shall be final and binding.

XI. Rules and Regulations Governing Use of Athletic Fields

- A. Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without DCRS approval.
- B. The School Board may cancel or postpone any non-school use of a school field when such use is in conflict with a school event. CRS will make every attempt to notify the affected organizations as soon as the cancellation information is received.
- C. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to DCRS at least twenty-four (24) hours in advance unless action was due to inclement weather.
- D. Any individual or group found guilty of damaging, destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.
- E. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. DCRS reserves the right to suspend or expel any organization, group of individuals or individual from use of County athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.

- F. Generally, when using school fields, rest rooms are not available unless special arrangements are made via the school principal, in which case the Fairfax County School Board Building Use Policy would apply.
- G. In no case shall anyone enter the grounds by force, or other than through the designated gates until opened by the appointed School, Park or Community and Recreation Services official.
- H. All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of County property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost. The field and surrounding public property area should be clean when permitted use is completed.
- I. There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from the School Board or Park Authority. Marking game lines, raking and dragging configuring fields, and other aspects of field preparation for a game or event are the responsibility of the user.
- J. Users must agree to:
 - 1. Use good judgment when assessing field conditions and not use fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
 - 2. Abide by established guidelines for concessions as defined by FCPA, Fairfax County, or FCPS, depending upon the facility where the concession is operated. Coordinate all refreshment stands and concessions with the appropriate FCPS or Park Authority staff and comply with all Fairfax County Health Department requirements.
 - 3. Change clothing in public restrooms only.
 - 4. Conduct warm-ups or practice for a game in an area and manner that is not dangerous to spectators or individuals using other fields, or injurious to other fields on the assigned grounds.
 - 5. Ensure that prior approval from the appropriate Fairfax County government agency is received before signs, banners, and pennants are erected, and that they do not deface public property.
 - 6. Provide adequate chaperons for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
 - 7. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.
 - 8. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
 - 9. Comply with safety regulations and policies of the Fairfax County School Board, the FCPA, the Fairfax County Fire Department, and other Fairfax County agencies.
 - 10. Park automobiles, trucks, tractors, wagons or other motor vehicles in the designated parking area.
 - 11. Comply with all federal, state and local laws, regulations and licensing requirements.

12. Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned. No field shall be used for any purpose other than as designated.
13. Obtain permission from the property owner before retrieving any balls or equipment from private property.

K. The Director shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The Director administers and interprets the policy governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations.

Board Agenda Item
February 27, 2008

INFORMATION

Walk-On Use Update from the Department of Community and Recreation Services (with presentation)

On October 14, 2004, the Board of Supervisors directed staff from Department of Community and Recreation Services (CRS), the Park Authority and Fairfax County Public Schools to work with the Fairfax County Athletic Council (FCAC) to investigate practices and policies that could be changed and implemented to protect the county's athletic fields. A committee of County staff and community members was developed to address these issues. The committee included staff from CRS, representatives from the Park Authority, FCPS, FCAC and the Police Department. The group benchmarked other jurisdictions' approaches to similar issues and developed recommendations to address walk-on use.

The Board of Supervisors has funded CRS to implement enforcement policies to preclude unauthorized and/or unscheduled use of County athletic fields. This funding includes personnel services from the Police Department and additional field monitor positions, operating funding for outreach and educational efforts to include signage in multiple languages in various field locations, contractual services funding for school security, custodial trash removal, mileage reimbursement, uniforms and cell phones.

The committee of county staff and community members met in early 2006 to develop the enforcement and education program designed to address walk-on use. Field Monitors were hired, trained and scheduled, and the Police Department walk-on use enforcement was officially launched in late August 2006. The program is a comprehensive approach to addressing the issue utilizing CRS field monitors, Park Authority weekend duty staff, Police Department overtime, and FCPS security.

This collaborative initiative will continue to help protect the County's athletic field resources and public investment. **This will be the last update on this program unless the Park Authority Board request additional updates.**

ENCLOSED DOCUMENTS:

Attachment 1: FCPA- Athletic Fields Walk-On Use Sign

STAFF:

Timothy K. White, Acting Director

Board Agenda Item
February 27, 2008

Cindy Messinger, Acting Deputy Director/COO
Todd Johnson, Director, Park Operations Division
Dan Sutherland, Manager, Grounds Management Branch



FIELD USE MAY REQUIRE PERMIT

PERMITTED USE TAKES PRIORITY. USE BY 40 OR MORE PARTICIPANTS, INCLUDING SPECTATORS, REQUIRES A FIELD USE PERMIT

- TO REPORT IMPROPER USE OF FIELDS, CALL 703-324-5515
- TO APPLY FOR A FIELD PERMIT, CALL 703-324-5533, TTY 711

PLEASE RESPECT PUBLIC PROPERTY AND OTHER PATRONS. USE TRASH CANS AND RESTROOMS PROVIDED.



EL USO DE UN CAMPO PUEDE REQUERIR UN PERMISO

EL USO PERMITIDO TIENE PRIORIDAD. CUANDO SEAN 40 PARTICIPANTES O MÁS, ESPECTADORES INCLUSIVE, SE REQUERIRÁ UN PERMISO.

- PARA DENUNCIAR EL USO INADECUADO DE LOS CAMPOS, LLAME AL 703-324-5515
- PARA SOLICITAR UN PERMISO AL CAMPO, LLAME AL 703-324-5533, TTY 711

POR FAVOR, RESPETE LA PROPIEDAD PÚBLICA Y DE OTROS PATROCINADORES. USE LOS CESTOS DE BASURA Y LOS BANOS A SU DISPOSICIÓN



Board Agenda Item
February 13, 2008

INFORMATION

Early Season Use of Park Authority Athletic Fields by Fairfax County Public Schools

The Fairfax County Public Schools are increasingly challenged to provide athletic fields for high school sports programs. The Park Authority works cooperatively with the Public Schools by providing access to park fields to meet needs that cannot be addressed at school sites.

The Fairfax County Public Schools' athletic schedule follows dates set by the Virginia High School League. Because these dates are inconsistent with the Park Authority Field Use Policy (Policy 402), the Park Authority and the Public Schools entered into a *Facilities Use Agreement* to support school athletics. Per this agreement, the Public Schools submit an annual request for use of Park Authority athletic fields. Staff reviews the request and approves use as stipulated in the *Facilities Use Agreement*.

Staff approval of the Schools' request for use of 17 Park Authority athletic fields in 2008 is attached. The 2008 approval is identical to 2007 except for the removal of J.E.B. Stuart Park field #2 and Lewinsville Park field #2 and the addition of Greenbriar Park field #3. The J.E.B. Stuart field #2 is no longer required as a result of the upgrade of field #1. Lewinsville Park field #2 is no longer subject to this process because it is a synthetic turf field that is available year round and scheduled by the Department of Community and Recreation Services (DCRS). Greenbriar Park field #3 was not requested in 2007, but had been previously approved with the 2006 request for fields.

ENCLOSED DOCUMENTS:

Attachment 1: February 13, 2008, Memorandum to Bill Curran, Director of Student Activities, from the Park Authority Acting Director approving use of fields for 2008.

STAFF:

Timothy K. White, Acting Director
Cindy Messinger, Acting Deputy Director/COO
Todd Johnson, Director, Park Operations Division
Dan Sutherland, Manager, Grounds Management Branch



FAIRFAX COUNTY PARK AUTHORITY

MEMORANDUM



TO: Bill Curran, Director of Student Activities
Fairfax County Public Schools

FROM: Timothy K. White, Acting Director

DATE: February 13, 2008

SUBJECT: High School Use of Park Authority Fields for 2008

We have completed the review process for high school use of Fairfax County Park Authority athletic fields for the spring 2008 season. Based upon this information and a review of field availability, the following requests have been approved for the Spring of 2008:

High School	Park	Fields	Sport	Dates	Approved Times
Annandale	Ossian Hall	Skinned Diamonds 1 & 2	Softball	2/25/08- 4/11/08	M-F 3 - 5:30 pm Sat. 9am-Noon
Centreville	Braddock	Rectangular Field 7	Boys & Girls Soccer	2/25/08- 4/11/08	M-F 3 - 5:30 pm
Chantilly	Greenbriar	90' Diamond 1	Baseball	2/25/08- 4/11/08	M-F 3 - 5:30 pm
Chantilly	Greenbriar	Skinned Diamond 3	Softball	2/25/08- 3/28/08	M-F 3 - 5:30 pm
Chantilly	Greenbriar	Rectangular Field 4	Boys & Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm
J.E.B. Stuart	J.E.B. Stuart	Skinned Diamond 1	Softball	2/25/08- 3/28/08	M-F 3 - 5:30 pm Sat. 9am-Noon
Lake Braddock	Lake Braddock	Rectangular Fields 1 & 2	Boys & Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm
Langley	Langley Fork	Rectangular Field 4	Girls Soccer / Lacrosse	2/25/08- 3/28/08	M-F 3 - 5:30 pm
Lee	Lee High	Skinned Diamonds 1 & 2	Softball	2/25/08- 3/28/08	M-F 3 - 5:30 pm Sat. 9am-Noon
Lee	Lee High	Rectangular Field 3	Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm
McLean	Lewinsville	Rectangular Fields 4	Boys & Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm
Mt. Vernon	George Washington	Rectangular Fields 1 & 2	Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm
South Lakes	South Lakes Drive	Rectangular Field 1	Girls Soccer	2/25/08- 3/28/08	M-F 3 - 5:30 pm

Thank you for your responsiveness on this very important issue. Best of luck for a successful 2008 season.

cc: Patricia Franckewitz, Director, Department of Community and Recreation Services
Cindy Messinger, Acting Deputy Director/COO
Todd Johnson, Director, Park Operations Division
Dan Sutherland, Manager, Grounds Management Branch

Board Agenda Item
February 27, 2008

ACTION

Approval - Mastenbrook Volunteer Matching Fund Grant Program Request – McLean Youth Soccer Association (MYS) – Spring Hill Park (Dranesville District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from McLean Youth Soccer Association (MYS) in the amount of \$10,000 to develop synthetic turf fields on Spring Hill Park fields #2 and #3.

RECOMMENDATION:

The Park Authority Acting Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from McLean Youth Soccer Association (MYS) in the amount of \$10,000 to develop synthetic turf fields on Spring Hill Park fields #2 and #3.

TIMING:

Board action is requested on February 27, 2008, in order to award the grant.

BACKGROUND:

On February 28, 2007, the Park Authority Board agreed in principal to the conceptual approval of the conversion of two existing athletic fields at Spring Hill Park to synthetic turf as proposed by McLean Youth Soccer Association (MYS). On July 25, 2007, the Park Authority Board approved the Synthetic Turf Field Construction Agreement and the Fairfax County and MYS Use Agreement. The Synthetic Turf Field Construction Agreement was executed with MYS on August 16, 2007, while the Use Agreement was executed on August 20, 2007.

On January 23, 2008, the Park Authority Board approved the project scope to design and install synthetic turf on Spring Hill Park fields #2 and #3. The project timeline is to complete design and permitting during the second quarter of 2008 and to construct the fields during the third quarter of 2008.

Matching funds are available to complete this project.

Board Agenda Item
February 27, 2008

FISCAL IMPACT:

The total project cost is \$1,719,000. McLean Youth Soccer Association (MYS) provided a check for the remaining funding in the amount of \$1,594,000 on January 2, 2008, to fully fund the project.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$91,892.

ENCLOSED DOCUMENTS:

Attachment 1: Mastenbrook Volunteer Matching Fund Grant Program Request –
McLean Youth Soccer Association (MYS)

Attachment 2: Scope Cost Estimate - Synthetic Turf Field Installation at Spring Hill Park

Attachment 3: Development Project Fact Sheet – Synthetic Turf Field Installation at
Spring Hill Park

STAFF:

Timothy K. White, Acting Director

Cindy Messinger, Acting Deputy Director/COO

Todd Johnson, Director, Park Operations Division

Dan Sutherland, Manager, Grounds Management Branch



Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. Grantee Information

Name of Individual or Organization: MCLEAN YOUTH SOCCER ASSN. (MYS)

Contact Person: LANCE HACKETT

Mailing

Address: 1110 BROOK VALLEY LN, MCLEAN, VA 22102

Phone: (703) 760-4892

Fax: (703) 760-0922

Email: LANCE.HACKETT@VERIZON.NET

2. Project

Title: SPRING HILL PARK SYNTHETIC TURF - FIELDS #2 & #3

3. Funding Requested

Amount \$ 10,000

(Applicant may request up to a maximum of \$10,000 per project. Limited to one approved project per fiscal year.)

4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

FCPA AND MYS HAVE SIGNED AN AGREEMENT TO CONVERT TWO FIELDS AT SPRING HILL PARK TO SYNTHETIC TURF.

MYS HAS RECEIVED SUPPORT IN WRITING FROM THE LOCAL HOMEOWNER'S ASSOCIATION. ATTACHED IS THE SHP MASTER PLAN AND THE PROJECT WORK SCHEDULE.

5. **Public Benefits**

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

THE ATHLETIC FIELDS IN McLEAN ARE OVERUSED AND IN POOR CONDITION. EFFORTS TO MAINTAIN GRASS FIELDS HAVE BEEN THWARTED BY POOR SOIL, UNCERTAIN WEATHER, LACK OF IRRIGATION, OVER USAGE AND INABILITY TO REST & RESTORE FIELDS. SYNTHETIC TURF FIELDS SERVE TO INCREASE CAPACITY BY EXTENDING HOURS OF USAGE AND PROVIDE CONSISTENT QUALITY FOR OUR ATHLETES.

6. **Sponsor Commitment**

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long term maintenance of your project after it is completed?

MYS IS PROVIDING THE FUNDS FOR THE PROJECT. HOWEVER THE MANAGEMENT OF THE PROJECT WILL BE DONE BY THE FCPA SYNTHETIC TURF DIVISION, WHICH HAS SUBSTANTIAL RECENT EXPERIENCE AND HAS COMPLETED SUCCESSFULLY A NUMBER OF FIELD CONVERSIONS. THEY WILL DOCUMENT ALL COSTS. THE FIELDS WILL BE MAINTAINED BY FCPA UNDER OUR AGREEMENT.

7. **Proposed Budget**

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds. Please check one of the following:

The Park Authority prefers to reimburse grantees after the work is completed. However, please note that projects that were begun or completed prior to Park Authority approval are ineligible for funding.

- We understand payment by the Park Authority will occur after we complete the project.
- We ~~must~~ have the Park Authority grant funds prior to beginning the project. OR AS SOON THEREAFTER
 WOULD PREFER TO AS POSSIBLE

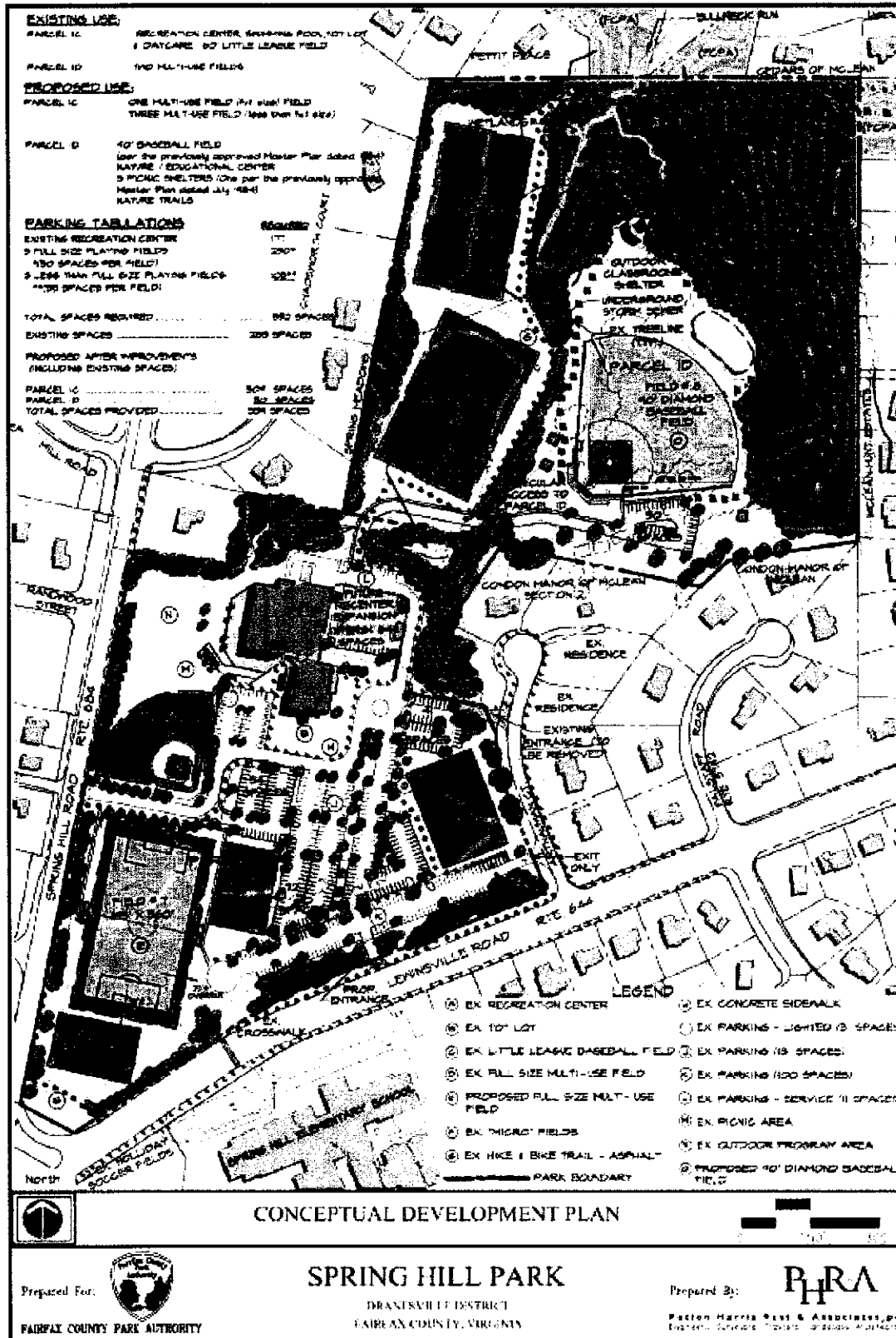
SEE ATTACHED ESTIMATED CONSTRUCTION BUDGET.

MYS WILL PROVIDE ALL NECESSARY FUNDS FOR EACH PROJECT PHASE.

Lance B. Hackett
Signature

10/28/07
Date

Spring Hill Park



ID	Task Name	% Complete	Duration	Start	Finish
1	SPRING HILL MYS	5%	280 days	8/16/07	9/10/08
2	DESIGN	29%	118 days	8/16/07	1/28/08
3	Initial Site Visit	100%	1 day	8/16/07	8/16/07
4	Issue RFP for Professional Services	100%	1 day	8/16/07	8/16/07
5	Team Scope & Schedule Review Meeting	0%	10 days	8/17/07	8/30/07
6	Proposal Due to FCPA	100%	10 days	8/17/07	8/30/07
7	FCPA review of Proposal	100%	3 days	8/31/07	9/4/07
8	Proposal Negotiations	100%	3 days	9/5/07	9/7/07
9	FIELD LAYOUT NEGOTIATIONS	100%	22 days	9/6/07	10/5/07
10	Final Proposal - CPA Preparation	100%	3 days	10/8/07	10/10/07
11	Signed Contract - Project Assignment	0%	5 days	10/11/07	10/17/07
12	NTP Scope/Design Services	0%	1 day	10/18/07	10/18/07
13	Team Kick-Off Meeting	0%	1 day	10/19/07	10/19/07
14	Consultant delivers pre-design (geotech/survey)	0%	11 days	10/19/07	11/2/07
15	Consultant submits schematic/estimates	0%	17 days	10/19/07	11/12/07
16	FCPA returns schematic/estimates comments	0%	5 days	11/13/07	11/19/07
17	NTP Design Const Svcs	0%	1 day	11/20/07	11/20/07
18	Consultant submits 50% Plans	0%	14 days	11/21/07	12/10/07
19	FCPA returns 50% comments	0%	5 days	12/11/07	12/17/07
20	Consultant submits 95% Plans, Specs, Estimate	0%	15 days	12/18/07	1/7/08
21	P&D Committee Scope Approval	0%	6 days	1/2/08	1/9/08
22	FCPA returns 95% comments	0%	5 days	1/8/08	1/14/08
23	Consultant submits Minor Site Plan to OSDS	0%	5 days	1/15/08	1/20/08
24	Consultant provides FCPA final Const Docs	0%	5 days	1/22/08	1/28/08
25	CONSTRUCTION CONTRACT NEGOTIATION	0%	44 days	1/29/08	3/28/08
26	Reproduction of Construction Docs	0%	4 days	1/29/08	2/1/08

Project: Spring Hill MYS - Schedule
 Date: Mon 10/15/07

Task Split

Progress

Summary

External Tasks

External Milestone

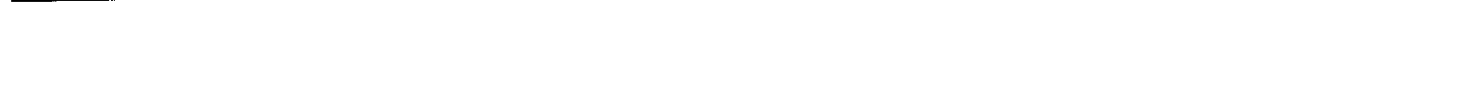
Deadline

Page 1

Spring Hill MYS - Working Schedule
Fields #2 and #3

Fairfax County Park Authority
Planning and Development Division
Synthetic Turf Fields Branch

ID	Task Name	% Complete	Duration	Start	Finish
27	RFP to Contractor	0%	5 days	2/4/08	2/8/08
28	Pre-Bid Meeting	0%	1 day	2/11/08	2/11/08
29	Proposal due from Contractor	0%	21 days	2/11/08	3/10/08
30	FCPA reviews/negotiates contractor's proposal	0%	14 days	3/11/08	3/28/08
31	FCPA Contract Approval	0%	1 day	3/10/08	3/11/08
32	PO Approval	0%	10 days	3/11/08	3/24/08
33	CONSTRUCTION PHASE	0%	172 days	1/15/08	9/10/08
34	Pre-Construction meeting	0%	1 day	3/7/08	3/7/08
35	Consultant submits 100% Plans, Specs, Estimate	0%	5 days	1/15/08	1/21/08
36	FCPA returns 100% comments	0%	5 days	1/22/08	1/28/08
37	Receive County approved Plans and Permits	0%	90 days	1/21/08	4/20/08
38	NTP to Contractor	0%	1 day	4/21/08	4/21/08
39	Substantial Completion & Punch-List	0%	120 days	4/21/08	8/19/08
40	Grow-In period for Sod	0%	21 days	8/19/08	9/9/08
41	Return fields to CRS for scheduling/play	0%	1 day	9/10/08	9/10/08



Project: Spring Hill MYS - Schedule
Date: Mon 10/16/07

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

ID	Task Name	% Complete	Duration	Start	Finish	Resource Names	Notes
1	SPRING HILL MYS	5%	280 days	8/16/07	9/10/08		
2	DESIGN	29%	118 days	8/16/07	1/28/08		
3	Initial Site Visit	100%	1 day	8/16/07	8/16/07	FCPA / A/E	
4	Issue RFP for Professional Services	100%	1 day	8/16/07	8/16/07	FCPA	
5	Team Scope & Schedule Review Meeting	0%	10 days	8/17/07	8/30/07	FCPA	
6	Proposal Due to FCPA	100%	10 days	8/17/07	8/30/07	A/E	
7	FCPA review of Proposal	100%	3 days	8/31/07	9/4/07	FCPA	
8	Proposal Negotiations	100%	3 days	9/5/07	9/7/07	FCPA / A/E	
9	FIELD LAYOUT NEGOTIATIONS	100%	22 days	9/6/07	10/5/07	FCPA	
10	Final Proposal - CPA Preparation	100%	3 days	10/8/07	10/10/07	FCPA	
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15	Consultant submits schematic/estimates	0%	17 days	10/19/07	11/12/07	A/E	
16	FCPA returns schematic/estimates comments	0%	5 days	11/13/07	11/19/07	FCPA	
17	NTP Design Const Svcs	0%	1 day	11/20/07	11/20/07	FCPA	
18	Consultant submits 50% Plans	0%	14 days	11/21/07	12/10/07	A/E	
19	FCPA returns 50% comments	0%	5 days	12/11/07	12/17/07	FCPA	
20	Consultant submits 95% Plans, Specs, Estimate	0%	15 days	12/18/07	1/7/08	A/E	
21	P&D Committee Scope Approval	0%	6 days	1/2/08	1/9/08	FCPA	Due Director 12/26/07
22	FCPA returns 95% comments	0%	5 days	1/8/08	1/14/08	FCPA	
23	Consultant submits Minor Site Plan to OSDS	0%	5 days	1/15/08	1/21/08	A/E	
24	Consultant provides FCPA final Const Docs	0%	5 days	1/22/08	1/28/08	A/E	
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28	Pre-Bid Meeting	0%	1 day	2/11/08	2/11/08	FCPA	
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36	FCPA returns 100% comments	0%	5 days	1/22/08	1/28/08	FCPA	
37	Receive County approved Plans and Permits	0%	90 edays	1/21/08	4/20/08	Fairfax Cour	
38	NTP to Contractor	0%	1 day	4/21/08	4/21/08	Contractor	
39	Substantial Completion & Punch-List	0%	120 edays	4/21/08	8/19/08	Contractor	
40	Grow-in period for Sod	0%	21 edays	8/19/08	9/9/08	Contractor	
41	Return fields to CRS for scheduling/play	0%	1 day	9/10/08	9/10/08	FCPA	

Spring Hill Park Project - Estimated Construction Costs	Per Field
Design Construction Administration and Testing Fees	\$40,000
Permit Fees	\$5,000
Construction Contract	\$690,000
Construction Contingency	\$69,000
Administrative	\$48,000
TOTAL	\$852,000
Number of Fields	2
Total Project Budget	\$1,704,000

SCOPE COST ESTIMATE

Synthetic Turf Field Installation at Spring Hill Park

"Synthetic Turf Field Program"

SYNTHETIC TURF - FIELD #2 AND FIELD #3

Site Earthwork	\$ 78,000
Erosion & Sedimentation Control	\$ 28,000
Storm Drainage System	\$ 167,000
Synthetic Turf Field System Including Curb	\$ 360,000
Concrete Players Pad and Goals	\$ 24,000
Sod Perimeter	\$ 10,000
Retaining Walls	\$ 4,000
Accessible Asphalt Trail	\$ 15,000
Engineering Layout	<u>\$ 12,000</u>
Construction Subtotal	\$ 698,000
Design, Construction Administration and Testing	\$ 35,500
Construction Contingency (10%)	\$ 70,000
Permits & Fees	\$ 6,000
Administration	<u>\$ 50,000</u>
Total Cost per Field Installation	\$ 859,500
Total Project Estimate (2 Fields @ \$859,500)	<u>\$1,719,000</u>

DEVELOPMENT PROJECT FACT SHEET

Synthetic Turf Field Installation at Spring Hill Park

“Synthetic Turf Field Program”

DISTRICT: Dranesville
PARK: Spring Hill
PARK CLASSIFICATION: N/A
PROJECT NAME: Synthetic Turf Field Installation at Spring Hill Park

Project Scope:

Spring Hill Field #2

- Cut and fill the field area to achieve design grades,
- Install the storm drainage piping system,
- Place and laser grade the base aggregate,
- Install synthetic turf on a field playing area of approx. 180' x 360' and up to 15' for the overrun area as determined during design,
- Install a concrete perimeter curb,
- Install retaining wall,
- Install sod 10' beyond the perimeter curb,
- Install bleacher and bench pads,
- Remove and replace existing asphalt trail for accessibility as required,
- Install goal posts.

Spring Hill Field #3

- Cut and fill the field area to achieve design grades,
- Install the storm drainage piping system,
- Place and laser grade the base aggregate,
- Install synthetic turf on a field area of approx. 180' x 348' and up to 15' for the overrun area as determined during design,
- Install a concrete perimeter curb,
- Install sod 10' beyond the perimeter curb,
- Install bench pads,
- Remove and replace existing asphalt trail for accessibility as required,
- Install goal posts.

Project Funding:

- Scope Cost Estimate: \$1,719,000
- Funding Source: Based on the scope cost estimate, funding in the amount of \$1,719,000 is necessary to fund synthetic turf field installation at Spring Hill Park. Funding is currently available in the amount of \$125,000 from Project 004122, Spring Hill Park – McLean Youth Soccer, in Fund 371, Park Capital Improvement Fund. Additional funding has been secured from McLean Youth Soccer in the amount of \$1,594,000 to fully fund this project. This funding will be appropriated in Project 004122, Spring Hill Park – McLean Youth Soccer as a result of FY2008 Third Quarter Review.

Project Timeline:

<u>Phase</u>	<u>Planned Completion</u>
Scope	4 th Quarter 2007
Design & Permitting	2 nd Quarter 2008
Construction	3 rd Quarter 2008