

**LEHIGH COUNTY SPORTS FIELDS ASSOCIATION
SOCCER FIELDS OF LEHIGH COUNTY
OPERATING MANUAL**

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LEHIGH COUNTY SPORTS FIELDS ASSOCIATION FIELDS MANAGEMENT COMMITTEE OPERATING MANUAL

I. SPORTS FIELDS OF LEHIGH COUNTY - OVERVIEW

This manual provides procedures to:

1. Schedule the maintenance of the “Sports Fields of Lehigh County”
2. Request use of the facilities
3. Establish responsibilities when using the facilities

The overall intent is to publicize the guidelines and rules established by the Board of Directors of the LCSFA.

LCSFA Charter

The ultimate objective of this operating manual is to provide a framework to meet the LCSFA’s charter:

1. The soccer fields will be available to all playing abilities, whether youth or adult.
2. The soccer fields will be maintained as a high quality facility.
3. The soccer fields will be used to attract high level soccer to the Lehigh Valley.
4. At risk youth will benefit from this resource.
5. Construction of the project depends on the financial support of the soccer community.
Priority will be given to organizations who provided such support in the event of conflicting requests for access.

Facility Description

The Lehigh County Sports Field (LCSF) complex is located on over 35 acres in Lehigh County near Allentown, PA. The complex is bounded by Pa. Route 309 on the West and Broadway Street on the North in South Whitehall Township. Access from the Pa. Turnpike and Route 22 is convenient.

As of the end of 2003, the fields include 6 regulation size and 3 small-sided. The regulation size fields have been designed to allow for 2 small-sided games to be played across field simultaneously. Three of the regulation fields have lights installed for evening matches or practice. Also included is parking for up to 700 vehicles.

Charter Partners

The complex is part of Lehigh County's facilities for parks and recreation. A non-profit organization, the Lehigh County Sports Fields Association (LCSFA) has been authorized by the County to build the project and manage the ongoing operation of the soccer facilities at the site. Local soccer-oriented organizations contribute to the complex financially and by providing volunteers. Each is represented on a "Fields Management Committee," which recommends to the LCSFA Board of Directors the standards necessary to maintain the facility and ensure equitable use. The following organizations are the Charter Partners of the LCSFA:

Bethlehem Soccer Club
Lehigh Valley Youth Soccer League
Lower Macungie Youth Association (LMYA)
Muhlenberg College
Saint Thomas More Soccer Program
Schnecksville Playground Association (**non-existent**)
Southern Lehigh YSL
South Parkland Youth Association
Sunburst Soccer Club (**non-existent**)
Triboro Soccer Club
Western Lehigh United SC
Lehigh Valley United Soccer Club

Lehigh Valley area companies have also made significant contributions to help make the facilities a reality. Their ongoing support demonstrates the success that can be achieved when all segments of the community work together for the benefit of all. Some contributors include:

Air Products and Chemicals, Inc.
First Union Bank
PPL Corporation

As of 2003, almost 200 cash contributions have been obtained from individuals, trusts and foundations, the County of Lehigh, and the Commonwealth of Pa. In addition, donations of materials and services have been received from businesses and individuals including the following:

A La Carte Advertising	Ailing & Cory
Atlas Aluminum	First Fidelity Bank
Forms Control Systems	Home Depot
Hub Wilson Photography	Hughes Printing
Joseph Ciccone & Sons, Inc.	Karen & Alex Tamerler
Karen Fretz	National Laser Graphics
Probst, Mason	Rob-Winn Press
Semmel Excavating	Service Electric Cable TV
U.S. Army Reserve	The Wood Company

II. SCHEDULING

All uses of the Sports Fields of Lehigh County will conform to the LCSFA Charter.

The fields will be available for all playing abilities whether youth or adult. Soccer-related organizations may submit an application to use the facilities for league-scheduled match play, for practice time assignments, or to conduct “Special Events,” following the guidelines below. However, Charter Partners that have provided financial support will be given priority. Use of the facilities will be in consideration of the fee schedule outlined below.

Requesting Use

Groups may request to use the Sports Fields of Lehigh County by going to **lcsportsfields.org** and click on **scheduling** where you will find a contact e-mail link. At that time, the requesting group will be asked to provide information concerning the event, including:

Date
Description
Sponsoring Association(s)
Number of Participants
Arrangements to Handle Various Support Requirements
Insurance

Each request is reviewed to ensure that there is no date conflict and the event satisfies a use as outlined in the LCSFA procedures.

In order to ensure that all groups interested in using the facility have the opportunity to apply in a reasonable time, fields will not be confirmed more than three (3) months in advance. An exception to this guideline will be to accommodate special events or tournaments.

Prioritization Ranking

In the event of conflict, requests will be ranked using the “Prioritization Ranking” form, which is attached. The form offers the Field Management Committee a systematic approach to evaluate the merits of each request in a consistent manner.

Degree of field usage is at the sole discretion of the LCSFA consistent with Charter Item #2.

Cancellation

The LCSFA reserves the right to cancel events, before or during, due to weather or field conditions. The safety of the participants and preservation of the field quality is a top priority. In the event of cancellation by the LCSFA, fees will be refunded pro rata at the sole discretion of LCSFA.

Fees

Organizations will be charged a user fee for playing time according to the fee structure below. These fees are to provide for annual costs of fertilization, repair (including seed, top dressing, etc.) and preparation of the fields for play (lining materials, equipment, and labor). In addition, an organization imposing costs on the LCSFA, such as the use of lighting, repair of damage, etc., will be responsible for such costs. Security deposits may also be required before an event is held.

The LCSFA Board of Directors may waive user fees at its sole discretion.

Fee Schedule:

Youth Partners:	\$20/practice	\$30/match
Youth Non-Partners:	\$50/practice	\$50/match
Over19 Partners:	\$50/practice	\$50/match
Over19 Non-Part.	\$50/practice	\$50/match
HS/College:	NA	\$75/match
Tournaments (2 days):	\$300/small field	\$600/large field

Practice fees are based on use of a small-sided or 1/2 of a regulation field for 1 1/2 hours. Full Field (ff) practices fees are generally double 1/2 field fees.

Camp Fees: If the number of participants is not more than 18 and the length of time is not more than 2 hours, use full field fees. Over 18 participants generates additional fees at roughly \$2 per participant. Over 2 hours generates an additional match fee for every two hours or fraction thereof.

Lighting Fee: \$72/hour/field, the fee to be split between two practice teams wherever possible.

III. SPECIAL EVENTS

Special events are defined as soccer-oriented activities that have a specific and limited duration time period. Each is also designed to promote soccer development or offer the Lehigh Valley area exposure to quality soccer play.

Special soccer-oriented events can be sponsored by any group which meets the criteria outlined in the following User Responsibilities For Special Events section.

Following are examples of special events:

- Tournaments - Youth tournaments affiliated with EPYSA
- Clinics - Player camps, USSF, NSCAA coach courses, referee courses
- Collegiate or high school matches, including post season play
- National team matches

User Responsibilities for Special Events

The organization sponsoring the special event is responsible for all work, including preparation of facilities, coordination and administration. Following are some of the tasks that are associated with the event and require consideration:

- Field Preparation - lining, equipment setup/take down, and supplies
- Concessions - must be approved by the LCSFA prior to event
- Event Coordinator - a point of contact to act as liaison with LCSFA
- Personnel - events take much time to prepare and run; sponsoring organization must be able to demonstrate that they have the necessary resources to ensure the event is successful
- Emergency Medical Arrangements
- Security and Traffic Control
- Rest Room Facilities
- Trash Collection and Removal
- Insurance – A copy of a Certificate of Insurance, which documents that LCSFA and Lehigh County are co-insured, must be provided before the event.
- Security Deposit (\$250 bond to offset damages or cleanup, if required)

It is expected that all facilities will be in the same condition as prior to an event.

IV. FACILITIES MANAGEMENT

Adherence to these user guidelines will be critical for maximizing use and maintaining LCSF as a high quality soccer complex. This section establishes guidelines to ensure that the ongoing quality can be upheld by specifying responsibilities for all groups using the facility.

Grounds Maintenance

Lehigh County will provide the equipment and personnel to perform the ongoing maintenance of the physical facilities (i.e., roadways, parking lots, mowing, turf cultivation). The County's expertise to analyze the turf's condition and apply treatment is also appreciated. LCSFA will provide and pay for consumable materials to be used by the County.

Preparation for Soccer Play

Organizations will be assigned dedicated areas to manage. Some tasks that will be performed throughout the playing season:

1. Lining Fields - equipment and supplies will be provided through LCSFA
2. Nets - making sure the nets are properly installed
3. Safety - primarily, guaranteeing that the goals are always properly anchored
4. Monitoring Use - inspect field for overuse and inform Fields Coordinator

A sign will be placed at the respective area recognizing the organization for its work.

Controlling Use

There will be times when fields will have restricted use to allow them to “rest.” This will be determined jointly between the Fields Coordinator and designated Lehigh County representatives.

Using past experience from other similar complexes, it is anticipated that at least 1 out of the 6 current fields would always be “resting.” Other strategies to maintain the pitches:

1. Rotating the fields between regulation size and small-sided play cross-field.
2. Adjusting the field areas, sideways or up/back, to change the goal area zone.
3. Practicing guidelines as per the attachment.
4. Match play guidelines as per the attachment.

The Fields Coordinator will be responsible to communicate fields utilization plans and arrange with the Scheduler “rest” periods.

V. COMMUNICATIONS

Ongoing communications with all constituent groups will be a key factor to the success of the Soccer Fields of Lehigh County. Communication will encourage participation and promote the Lehigh Valley as a soccer-oriented community.

The constituent groups are defined as:

- **Local Soccer Groups** - Specifically, the Charter Partners helping to sponsor the Soccer Fields of Lehigh County through contributions or in-kind services.
- **General Public** - The general population of the Lehigh Valley region.
- **Regional Soccer Organizations** - The Lehigh Valley has established strong ties with groups such as EPYSA. It is clearly to our advantage to utilize this network to communicate the activities and development being achieved through the complex.
- **Key Local Decision Makers** - The complex could not exist without the support provided corporately or through local governmental groups. They are an integral core group which has unique informational needs as well.

A public relations committee is responsible to establish a means to communicate with each of the groups described above.

The systems implemented will offer opportunities to inform each constituent group of the activities, promote participation, and recognize the benefits being achieved through continued support of the facility.

Some communication alternatives could include:

1. Preparing news releases regarding upcoming events for the media.
2. Providing monthly updates to the Charter Partners highlighting activities.
3. Making presentations to a Charter Partner group on request.
4. Sponsoring field days to introduce soccer and the facility to target groups.

**LEHIGH COUNTY SPORTS FIELDS ASSOCIATION
FIELDS MANAGEMENT COMMITTEE
REQUEST DATA FORM**

Activity: _____

Organization Making Request: _____

Contact Person: _____ **Phone #:** _____

Address: _____

Background Information:

Activity Date:

Participants (check each that applies): At Risk Youth Adult Youth
 Intramural/Recreational Travel League Select

Purpose: Practice Tryout Scrimmage Game
 Tournament Clinic Special Match (explain) _____

Number of Players Involved: _____ **Potential Number of Spectators:** _____

Local Soccer Organizations Represented (check each):

<input type="checkbox"/> Bethlehem SC	<input type="checkbox"/> Southern Lehigh YSL
<input type="checkbox"/> Lehigh Valley YSL	<input type="checkbox"/> South Parkland Youth Association
<input type="checkbox"/> Lower Macungie Youth Association	<input type="checkbox"/> Sunburst Soccer Club
<input type="checkbox"/> Muhlenberg College	<input type="checkbox"/> Triboro Soccer Club
<input type="checkbox"/> Schnecksville Playground Association	<input type="checkbox"/> Western Lehigh Soccer Club
<input type="checkbox"/> Saint Thomas More Soccer Program	

Infrastructure Considerations (details as prescribed on attachment):

<input type="checkbox"/> Security/Crowd Control	<input type="checkbox"/> Emergency Medical Care
<input type="checkbox"/> Concessions	<input type="checkbox"/> Rest Rooms
<input type="checkbox"/> Trash Collection	<input type="checkbox"/> Lining Equipment/Supplies
<input type="checkbox"/> Insurance Documentation (attach copy)	

Policy #: _____ **Company:** _____ **Exp. Date:** _____

**LEHIGH COUNTY SOCCER FIELDS ASSOCIATION
FIELDS MANAGEMENT COMMITTEE
PRIORITIZATION RANKING FORM**

Requested Activity: _____

Organization Making Request: _____

Contact Person: _____ **Phone #:** _____

Measurement Criteria	Weight (1-3)	Score (1-10)	Total Points (WxS)
LV Soccer Programs Strengthened	3		
# of LCSFA Members*	3		
Facility Quality Maintained	3		
Fund Raising Potential	2		
Number of Participants/Audience	2		
Infrastructure Adequate to Support Request	2		
LV Identified As Soccer-Oriented Community	1		
Requestor Can Make Event Successful	1		
LC Soccer Fields Showcased	1		

* **Number of LCSFA members - up to 3 points if at least two, up to 6 points if at least 4, up to 10 points if more than 5 member organizations are represented and benefit.**