

Policy Title: Field and Maintenance Committee
Document ID: P-COM-04
Effective Date: 10/16/2024
Version: V01

Field and Maintenance Committee

Purpose:

To manage and maintain the fields, equipment, and related facilities, ensuring they are safe, functional, and meet the needs of the soccer programs throughout the year.

Scope:

This policy applies to the Field and Maintenance Committee, its members, and all activities related to field preparation, equipment management, and maintenance tasks for the Jim Thorpe Youth Soccer Association.

Policy Statements:

1. Formation:

1. The Field and Maintenance Committee is established by the Board of Directors in accordance with Article VI, Section 1 of the bylaws.
2. The Board appoints the committee chair, and the chair selects committee members.

2. Reporting:

1. The committee reports directly to the Board of Directors and works closely with the Vice President, who oversees the soccer program per Article IV.

3. Membership:

1. Composition:

- a. The committee shall consist of a Chairperson and at least two (2) additional members.
- b. Members should have knowledge or experience in facility maintenance, equipment management, or related areas.

2. Term Lengths:

- a. Committee members serve for a term of one (1) year, coinciding with the Association's fiscal year, and may be reappointed.

4. Responsibilities:

1. Field Preparation and Maintenance:

- a. **Field Lining:**

- i. Ensure that all soccer fields are properly lined before the start of each season (spring and fall) and refreshed as needed.

b. Goal Maintenance:

- i. Inspect goals periodically to confirm they are in good working order.
- ii. Repair or replace goal netting as needed to ensure functionality and safety.

2. Equipment Management:

a. Seasonal Equipment Handling:

- i. Coordinate the collection of all equipment at the end of the fall season.
- ii. Ensure equipment is stored properly during the off-season.
- iii. Prepare and redistribute equipment prior to the start of the spring season.

b. Inventory Management:

- i. Maintain an up-to-date inventory of all equipment, including goals, nets, flags, and lining materials.
- ii. Identify equipment needs and manage inventory levels accordingly.

3. Recommendations for Purchases:

a. Equipment Procurement:

- i. Assess the need for new or replacement equipment.
- ii. Provide recommendations to the Board of Directors for equipment purchases that benefit the organization.
- iii. Obtain quotes and proposals for expenditures as required.

4. Safety and Compliance:

a. Facility Inspections:

- i. Conduct periodic inspections of fields and equipment to identify safety hazards.
- ii. Address any issues promptly to ensure the safety of players, coaches, and spectators.

b. Regulatory Compliance:

- i. Ensure that all maintenance activities comply with local regulations and standards.

5. Operations:

1. Meetings:

- a. Hold regular meetings as needed to plan and coordinate maintenance activities.
- b. Keep minutes of meetings and submit reports to the Board.

2. Scheduling and Coordination:

- a. Work closely with coaches, and the Directors to coordinate field availability and readiness.
- b. Communicate maintenance schedules and any field closures or restrictions to relevant parties promptly.

3. Volunteer Management:

- a. Recruit and coordinate volunteers for maintenance tasks such as field lining and equipment handling.
- b. Provide training and guidance to ensure tasks are performed safely and effectively.

6. Reporting and Communication:

1. Regular Updates:

- a. Provide monthly updates to the Board of Directors on maintenance activities, equipment status, and any issues requiring attention.

2. Budgeting and Expenditures:

- a. Collaborate with the Finance Committee and Treasurer to plan for maintenance-related expenses.
- b. Monitor expenditures and stay within the allocated budget.
- c. Submit expenditure reports and receipts to the Treasurer as required.

7. Authority and Decision-Making:

1. Operational Decisions:

- a. The committee has the authority to make day-to-day operational decisions related to maintenance tasks within the approved budget and policies.

2. Expenditures:

- a. All expenditures require Board approval, in line with Article V, Section 1 of the bylaws.
- b. For urgent needs that arise between Board meetings, follow the established procedures for obtaining necessary approvals.

8. Record-Keeping and Documentation:

1. Maintenance Logs:

- a. Keep detailed records of all maintenance activities, inspections, and equipment status.

2. Inventory Records:

- a. Maintain updated inventory lists and document any changes due to purchases, repairs, or disposals.

3. Reporting Documents:

- a. Prepare and submit reports to the Board as required, including recommendations for equipment purchases and maintenance plans.

9. Risk Management:

1. Safety Protocols:

- a. Implement safety procedures for all maintenance activities to protect volunteers and staff.

2. Emergency Response:

- a. Develop plans for responding to emergencies related to field conditions or equipment failures.

10. Training and Development:

1. Skill Development:

- a. Encourage committee members and volunteers to participate in training related to field maintenance and equipment management.

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2. Best Practices:

- a. Stay informed about industry best practices and incorporate them into the committee's work.

Version	Date	Description of Change	Approved By
1.0	10/16/2024	Initial release	Board of Directors