

# MVLA Soccer Club

## Field Manual

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### **Section 1: Field Rental, Permits, and Scheduling**

MVLASC (or MVLA) goes to significant effort to secure permits for all the fields it uses. Very important relationships have been established with representatives from the various field owners and, significantly, with other field users, with whom we trade or share space. Also, MVLA maintains its non-profit status as a youth group which enables us to receive the best rental rates from field owners. Field owners and other field users prefer working with a single representative of each using organization. For MVLA, that representative is the Field Coordinator. Go to [www.mvlasc.org](http://www.mvlasc.org) to get contact information for the current MVLA Field Coordinator.

As part of our field agreements, field owners insist that no individual teams, coaches, or players, seek field rentals directly with them for MVLA practices, scrimmages, games, team camps or other activities. All field requests must come directly from MVLA and be coordinated through the MVLA Field Coordinator.

There are times when coaches within the club may want to rent fields within the community for their own for-profit use for public soccer camps, academies, etc. In these cases, coaches may approach field owners directly to request rental permits, however, coaches may not claim to be doing so on behalf of MVLA. Also, please make sure you contact the MVLA Field Coordinator first so that your permit request does not conflict with any historical MVLA usage pattern. You must submit your non-MVLA permit request under your own name or your own company's name. Furthermore, you are on your own to prove non-profit or for-profit status, provide your own Tax ID, prove that insurance liability coverage and release requirements are met, and to make payment directly to the field owner.

We understand that sometimes certain coaches, parents, or players may receive special permission (with permits) to use fields from private schools, public schools, private or community centers, etc., due to some special relationship, membership, or residency status. In these cases, the MVLA Field Coordinator will work with you to materialize the permit for your team(s), get reimbursement for fees, and file required insurance paperwork. In such cases, please keep in mind that all MVLA rules, policies, and procedures must be otherwise followed. Moreover, MVLA standards for team formation and composition must be followed and no prejudicial or exclusive membership requirements may be put in place.

The MVLA Field Coordinator maintains ultimate responsibility for scheduling the use of all fields for MVLA practices, scrimmages, camps, and games. In practical terms, this job may be subdivided in responsibilities at the discretion of the Field Coordinator. Also, separate policies and procedures exist to describe how practice fields and Game fields shall be allocated to teams. It is important for teams to understand that the Field Coordinator's job also entails working in collaboration with field owners and MVLA teams to preserve the good condition of the playing fields and facilities we use. As a result, some fields may be rested, closed, or rotated in order to attain this goal.

The Club may use a variety of methods to allocate League Games to our weekend fields. Historically, MVLA has used centralized assignment, lotteries, and other means to assign game times, fields, and referees. Please refer to the relevant policies and procedures for the current method.

In general, fields for practices and scrimmages will be assigned according to a priority based on a combination of factors including age, division, group flight, performance, tournament participation, volunteerism, club citizenship, and the nature of the need. The weighting of priority factors is at the discretion of the Field Coordinator under the auspices of policies or PIMs determined by the MVLA Board.

The club will try to assure each team in the club two practices per week on a reasonably sized portion of a field; however, depending on available field resources, we may have to limit practices and/or ask teams to share space more tightly from time to time. Conversely, if we have extra field capacity we will gladly afford teams extra weekly practices based on the priority factors listed above.

Semiannual Club dues include your team's share of our budget for field rental fees for Fall, Winter, and Spring. Fees vary season by season and typically do not include the cost of fields during Summer months or the costs of any field rented that exceed a certain hourly rate. As a result, if your team trains, holds camp, or plays scrimmages during Summer, you can expect to pay additional fees to the club for that usage. There are also certain fields or facilities that exceed the Club's approved per-field rate budget. Synthetic turf fields, lighted fields, out-of-town fields, indoor fields, and some gymnasiums or outdoor courts may fall under this category. In these cases, you can expect your team to have to pay extra fees for the use of those facilities.

All owners of fields and facilities rented by MVLA require MVLA to provide proof of insurance liability specific to the field owner and/or site. Please note you may not be properly covered if you use a facility without proper insurance in place. Importantly, coverage provided by CYSA does not cover usage under the auspices of US Club Soccer (or any other governing organization) and vice versa. Contact the Field Coordinator if you have questions about liability insurance.