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Thank you, Douglas Loth

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## Contracting for Athletic Field Services -Do it with a Plan

#### **By Ron Hall**

### Jan 22, 2005 Athletic Turf News Bill Sturgill, City of Scottsdale

Phoenix, AZ — As the demands on our youth sports fields grow, the people in charge of managing and maintaining them often look to outside contractors to help keep the fields safe and attractive. They realize that their in-house staffs either don't have the time or the expertise to perform certain necessary tasks. Or, in some cases, these tasks require the use of specialized and often expensive equipment.

Bill Sturgill with the City of Scottsdale explained how he handles contracted services for the city's athletic fields to approximately 50 sports field and facility managers at the STMA Conference. His presentation, peppered with personal observations, offered practical advice on negotiating and managing contracts.

On the surface it would seem that you see a certain job that needs to be done, one that your staff, burdened with its day-today chores, can't get to, so you find and hire a contractor. It's not that easy. Not by a long shot.

First of all, your customers are children, and their safety is a huge responsibility, stressed Sturgill. Then there is a whole series of other steps you must consider and implement if you want a successful completion to a contracted service, any contracted service.

It starts, said Sturgill, with "writing a good solid contract." Ask and get answers to the following questions:

Why do we want this contract?

What is it expected to accomplish?

What are we going to ask for?

What are our contingency plans?

When are these contracted tasks going to take place?

How will we pay for it?

How are we going to manage it?

How do we introduce the need for the contracted service to our staff?

Crucial to the process, he emphasized, are the twin "Cs" — communication and cooperation "between all the entities involved. This includes governmental, school staff, contractors and parents," he said.

That is one reason why the person in charge of managing the contract (and all *Continued on page 11*