

PRINCE WILLIAM

Parks & Recreation

Parks and Recreation Commission Meeting Minutes

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Benita Fitzgerald Mosley, At Large Member
Vida Carroll, Brentsville District
Jane Beyer, Vice Chair, Coles District
Rick Berry, Gainesville District
Ross W. Snare, IV, Neabsco District
Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

January 21, 2026, 7:00 PM

George Hellwig Administrative Bldg. Board Room
14420 Bristow Rd. Manassas, VA

Commission Members Present

Rick Berry
Jane Beyer
Vida Carroll
Brodie Freer
Oriella Mejia (Virtual)
Benita Fitzgerald Mosley
Sharon Richardson
Ross Snare

Staff Present

Andy Moore
Trey Payne,
Joseph Dillard
Justin King
Todd Reid
Frances Bridges
John Blevins
Joe Portell
Rob Orrison
Amir Wenrich
Carter McClelland

Commission Members Absent

None

Guests

None

Secretary

Shannon Jaenicke

Citizens

See Sign-In Sheet

Call to Order

At 7:00 p.m. Chair Brodie Freer called the regular meeting of the Parks and Recreation Commission to order and Rick Berry led the Pledge of Allegiance to the Flag.

Administrative Items

RES 26-01 Approve Remote Participation Request - Mejia. APPROVED. (BM: SR, Unanimous, Abstain OM, Absent from vote VC)

RES 26-02 Approve Minutes of December 17, 2025. APPROVED. (RS:JB, Unanimous, Absent from vote VC)

Community Time

None

Presentations

Arts Council

Andy Moore, Recreation Senior Specialist II (Sports & Farmers Market) provided an overview of the 2025 Market seasons. In preparation for the upcoming Spring Market, Andy is looking for a panelist for the Vendor Selection Committee to help review and score vendor applications. Anyone with interest in serving on this one-day panel is asked to contact Andy directly. [Presentation is available from the secretary to the commission.

Sports Services – Athletic Field and Facility Use Manual

Trey Payne, Sports Services Manager, and Joe Dillard, Sports Services Recreation Specialist, provided an overview of Sports Services division responsibilities; and presented the new updates to the Athletic Field and Facility Use Manual, which governs the allocation and use of Prince William County athletic fields and indoor facilities, including Prince William County School fields and facilities.

**RES 26-03 Endorse the Athletic Field and Facilities Use Manual (AFFUM) Update. *APPROVED.*
(RS:BM, Unanimous)**

Committee Reports

No committee meetings have been held, but Chair Freer and Ross Snare shared that the draft letter of support for a dedicated revenue stream for Parks and Recreation, approved by RES 25-38, is not quite ready, but will be finalized soon and delivered in time for budget consideration.

Old Business

None

New Business

None

Director Time

Director Seth Hendler-Voss provided the following updates:

- Chair Jefferson's State of the County Address is scheduled for January 26th at 6:00 pm, at the Hylton Performing Arts Center. Please watch the weather as there is a good chance of postponement with the storm expected this weekend.
- The State of the Parks event is scheduled for February 24, at 6:30 pm at the Kelly Leadership Center.
- The Department is busy this week with storm preparations and planning.

Commissioner's Time

Ms. Richardson Ms. Richardson commended Trey, Joe and Andy for tonight's presentations and all the effort they have put into the AFFUM updates and Farmers Market operations.

Ms. Mejia Thanked staff for tonight's presentations and asked that everyone take the current storm advisories seriously. She also shared that she had a very nice time at Supervisor Bailey's Holiday Party.

- Mr. Snare Enjoyed New Years Day on the trails at Long Park and looks forward to visiting many more parks this year.
- Mr. Berry Mr. Berry and Director Hendler-Voss attended a meeting on January 7th with newly elected Supervisor Stewart to review some projects and receive input on his recreational priorities for the Gainesville district; He thanked staff for repairing the downed section of fencing near the recycling bins at Long Park.
- Ms. Beyer Ms. Beyer thanked staff for the presentations and the updates to the AFFUM; She encouraged participation on the farmers market selection panel; the process is quite robust; She was pleased to attend the Holiday Walk of Lights with family in December.
- Ms. Mosley Ms. Mosley enjoyed attending Chair Jefferson's Holiday Party; she thanked tonight's presenters; she shared that she has been appointed CEO of the US Center for SafeSports, whose work supports abuse prevention of Olympians, Paralympian's and amateur athletes.
- Ms. Carroll The Brentsville Supervisor has not yet made a new appointment to the Commission; she will continue to serve until that appointment is made. Recreation as a citizen advocate.
- Chair Freer Chair Freer wished the Maintenance and Operations team the best of luck with the upcoming storm prep and cleanup; he also visited the Holiday Walk of Lights, and it was running like a well-oiled machine

Closed Session None.

Adjournment

RES 26-04 Motion to Adjourn at 8:25 pm. **APPROVED (RS:VC, Unanimous)**

The next meeting of the Parks and Recreation Commission will be held on February 18, 2026, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on February 18, 2026.



Brodie Freer, Chair



Seth Hendler-Voss, Director



Shannon Jaenicke, Secretary

MOTION: SNARE

**January 21, 2026
Regular Meeting
Res. 26-03**

SECOND: MOSLEY

RE: ENDORSE THE ATHLETIC FIELD AND FACILITY USE MANUAL UPDATE GOVERNING THE ALLOCATION AND USE OF PRINCE WILLIAM COUNTY AND PRINCE WILLIAM COUNTY SCHOOLS ATHLETIC FIELDS AND INDOOR FACILITIES FOR COMMUNITY RECREATION

ACTION: APPROVED

WHEREAS, the Athletic Field and Facility Use Manual (AFFUM) is a longstanding document established to provide the community and the Department of Parks and Recreation (DPR) with standards to effectively manage available resources for the use of indoor and outdoor sports facilities, primarily fields and gymnasiums; and

WHEREAS, from time to time this document is revised to balance the changing needs of the community and the availability of recreational resources; and

WHEREAS, the updates to the AFFUM were produced through a collaborative effort between the DPR and school system representatives with opportunities for stakeholder input from community sports leagues throughout the process; and

WHEREAS, key updates to the AFFUM include:

- Established Outdoor Court / Pickleball Scheduling Guidelines
- Added Statement Regarding Excessive Trash Pick-up via Grounds Maintenance
- Defined Permit Violation Process and Potential Negative Impact
- Added Notation for Cricket Allocation Adjustments
- References to the School Cooperative Agreement relating to Concessions and Equipment Storage
- Established grilling use section and expanded vendor guidelines for recognized sports leagues
- Updated Scheduling Priority Listing to Include Tournaments
- Expanded Portable Restroom and Field Lighting Usage Guidelines
- Added Ranger on-Call Number to Safety/Security section
- Updated Code of Conduct, Fee Schedule, Lights and Signage Policy Addendums

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission hereby endorses the Athletic Field & Facility Use Manual update governing the allocation and use of Prince William County and Prince William County Schools athletic fields and indoor facilities for community recreation.

ATTACHMENT: Athletic Field and Facility Use Manual

January 21, 2026
Regular Meeting
RES No. 26 - 03
Page Two

Votes:

Ayes: Berry, Beyer, Carrol, Freer, Mejia, Mosley, Snare, Richardson

Nays: None

Absent from Vote: None

Absent from Meeting: None

ATTEST: _____


Shannon Jaenicke, Secretary

PRINCE WILLIAM
 — Parks, Recreation & Tourism
Parks and Recreation
Commission

SIGN-IN SHEET

January 21, 2026

Please Print Name / Address / Phone Number/ Email

Place a check mark beside your name if you wish to address the Commission. Please limit your comment to 3 minutes when speaking on your own behalf or 5 minutes if speaking on behalf of a group.

Name	Address	Phone #	Email
CHARLIE Glymes	6836 Graduate Longstreet Lynch 20109		cglymes@wprmc.com



Dale City Commuter Lot 14090 Gemini Way, Dale City
Between Center Plaza Shopping Center and the Comcast Building on Dale Blvd.



PRINCE WILLIAM
Parks & Recreation



← Link for more information
pwcparcs.info/farmersmarket
(703) 792-8667

Holiday Market

★ Saturday, December 7 ★ 9:30am-3pm ★

Come find unique gifts, crafts, specialty items and your favorite treats.

PRINCE WILLIAM
Parks & Recreation



Prince William Today | INSIDENOVA.COM
2015
BEST OF
PRINCE
WILLIAM





2024

- **Vendors**
 - Regular season= 52
 - Winter season= 47
 - Holiday market= 48
- **Average customer foot traffic (weekly)**
 - Regular season= 1300
 - Winter season= 700
 - Holiday market= 1300

2025

- **Vendors**
 - Regular season= 54
 - Winter season= 58
 - Holiday market= 41
- **Average customer foot traffic (weekly)**
 - Regular season= 1350
 - Winter season= 800
 - Holiday market= 1000

What are we looking for in a Vendor?

- Product Variety
- Vendor experience and reputation
- Local Sourcing
- Business Viability
- Overall Fit with Market
- Categories
 - 35% Produce, 30% Ready to eat food, 25% Prepackaged food, 5% Baked goods, 5% Bath/Cosmetics



Applicant: _____ Date: _____

Vendor Evaluation

Product Type: _____

COMPETENCY	SIGNIFICANT GAPS 1	BELOW REQUIREMENTS 2	MEETS REQUIREMENTS 3	MEETS PREFERENCES 4	EXCEEDS PREFERENCES 5	SCORE
Product Variety (x2)						
Vendor Experience & Reputation						
Local Sourcing						
Business Viability						
Overall Fit with Market						
Bonus Points (Up to 2--Optional)	TOTAL SCORE (MAX 32)					

SELECTION COMMITTEE MEMBER:

WE NEED YOUR HELP!

- Join us to decide the next vendors for our market!
- Process
 - Applications sent out Jan 1, 2026 (returning vendors) Feb 1, 2025 (new vendors)
 - Deadline Feb 27th, 2026
 - Committee will meet the week of March 2, 2026
 - Review and score all new vendor applications



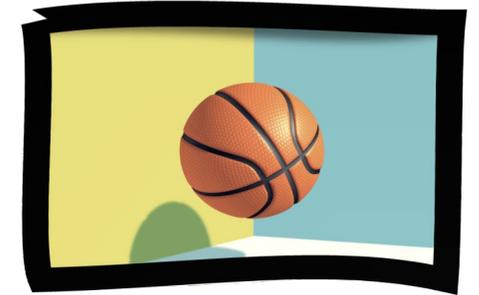
Prince William County Parks & Recreation Commission Meeting

January 21, 2026



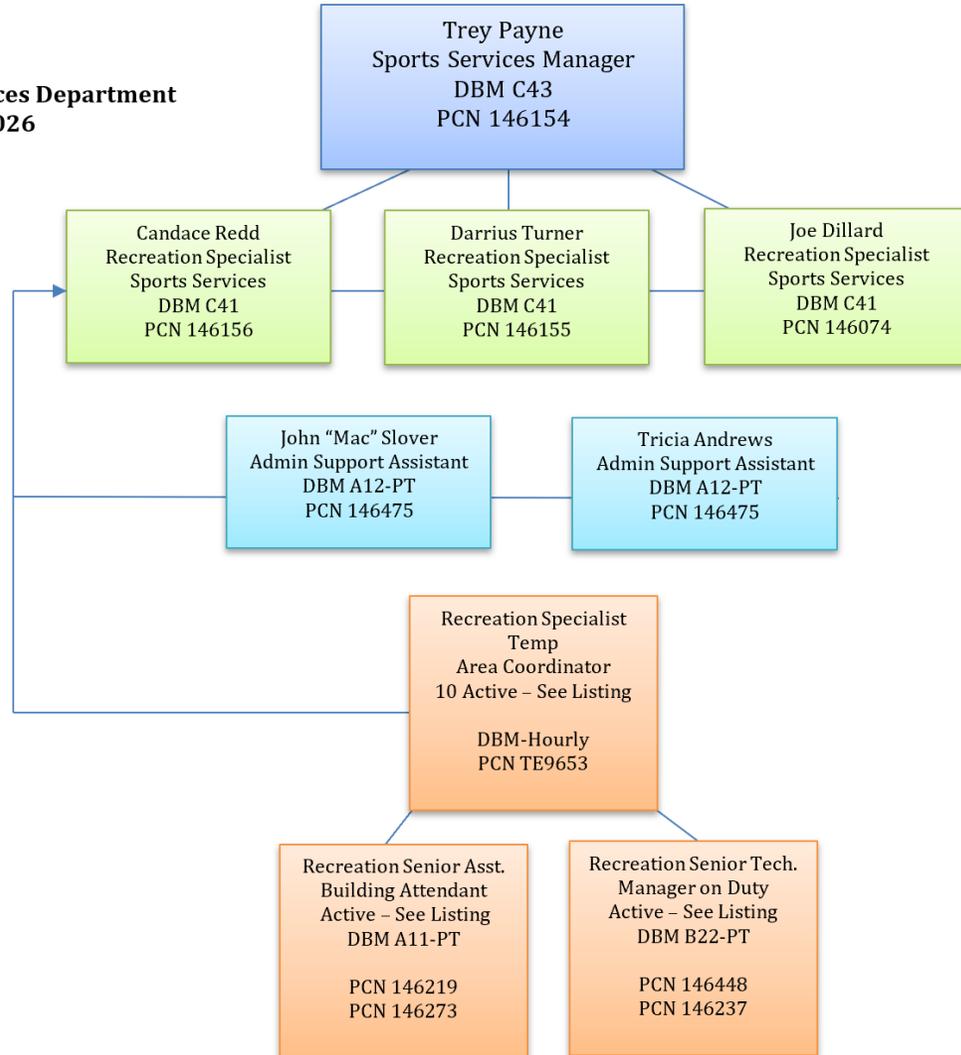
Parks and Schools

- Provide Initial Interaction and Guidance to Community Use Groups.
- Coordinate and Permit Field/Facility Use in accordance with DPR/PWCS Policy.
- Ensure Compliance to Multiple Lease Agreements, MOUs, School Cooperative Agreement, and Inter-Agency Agreements.
- Coordinate Ancillary Support Requests for Community Use Groups among both Internal and External Stakeholders. (Requests can range from field services, special events, concessions, restroom access, storage areas, field lighting, etc.)
- Provide Facility Supervision and Coordinate Custodial Support at PWCS Facilities.
- Maintain User Accounts and Ensure Alignment to DPR/PWCS Fee Structure and Policies.
- Collect and Analyze Data for Field/Facility Usage, Participation, and Budgeting Reports.
- Manage/Coordinate Portable Restroom Contract, Miracle League Program, Award Programs, and Regional Networking Groups.
- Educate and Maintain High Level of Communication among Community Use Groups/Programs and Prince William County Schools.



Recreation – Sports Services Organization Chart

**Sports Services Department
January 1, 2026**



Seth Hendler –Voss
Director
shendler-voss@pwcgov.org



John Blevins
Assistant Director for Recreation
jblevins@pwcgov.org



Sara Smith
Recreation Senior Manager
ssmith@pwcgov.org



Sports Services By The Numbers

28 Recognized Sports Leagues
27,872 Participants
(Not including seasonal, rentals)

Tournament Teams – 2,390

Musco Lights – 16,316 Hours

Total Hours Scheduled: 144,500

Parks – 75%
Schools – 25%

Two Parks w/Highest Total:

Catharpin – 14.3K
Valley View – 13.8K

Elementary School w/Highest Total

Tyler – 2.4K

Middle School w/Highest Total

Saunders – 2.4K

129 Park Fields
153 School Fields
149 Portable Restrooms

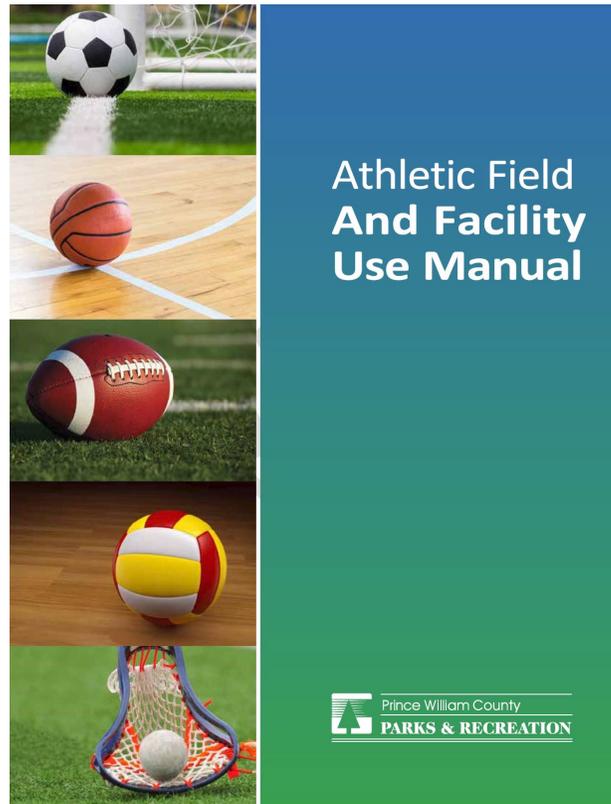


Your Sports Services Team

(Tricia Andrews, Joe Dillard, Trey Payne, Candace Redd, Mac Slover & Darrius Turner)

Athletic Field & Facility Use Manual School Cooperative Agreement

Athletic Field & Facility Use Manual (Updated 2020)



School Cooperative Agreement (Updated 2025)

COOPERATIVE AGREEMENT

BETWEEN

PRINCE WILLIAM COUNTY

AND

*PRINCE WILLIAM COUNTY
PUBLIC SCHOOLS*

ADOPTED: OCTOBER 2015



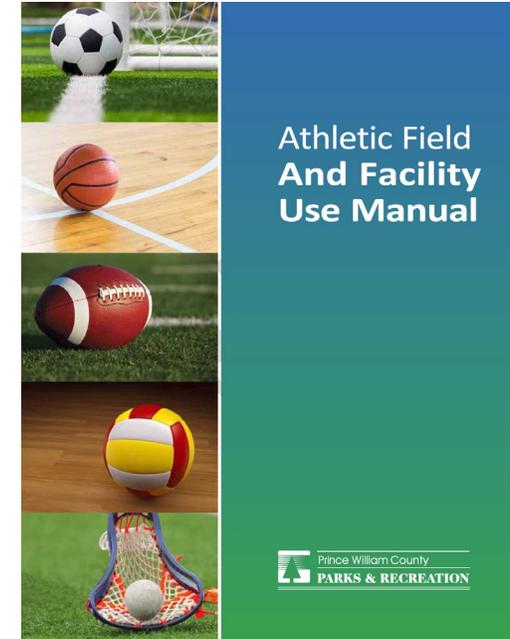
Timeline & Change Summary

Timeline:

- June 2025 - School Cooperative Agreement Approved by PWCS and PWC
- Jun – Oct. 2025 - Parks & Recreation Staff Work Sessions
- Nov. 2025 - Sports Community Meeting
- Jan. 2026 - Director Review / Parks Commission Review
- March 2026 - BOCS Resolution Review/Action

Notable Updates:

- Established Outdoor Court / Pickleball Scheduling Guidelines
- [Added Statement Regarding Excessive Trash Pick-up via Grounds Maintenance](#)
- Defined Permit Violation Process and Potential Negative Impact
- Added Notation for Cricket Allocation Adjustments
- Referenced School Cooperative Agreement relating to Concessions and Equipment Storage
- Established grilling use section and expanded vendor guidelines for recognized sports leagues
- [Updated Scheduling Priority Listing to Include Tournaments](#)
- Expanded Portable Restroom and Field Lighting Usage Guidelines
- Added Ranger on-Call Number to Safety/Security section
- Updated Code of Conduct, Fee Schedule, Lights and Signage Policy Addendums



Sports Services AFFUM Updates

AFFUS Updates

- Allocation Table / Sport to Participant Ratio
- Outdoor Court - Pickleball Reservation Process
- ATF Cancellation / Timeline
- Pilot Program – Field Availability Section
- Vendor Policy – Park and School Policy
- Permit Violation Policy

School Cooperative Updates

- Approved June 2025
- ATF Replacement / Maintenance Plan Detailed
- EvM Scheduling System Now On-Line
- Ending Time Adjustments
- Equipment Placement on Fields (Reg 930-1)
- Quarterly Meetings

Individual League Requirements

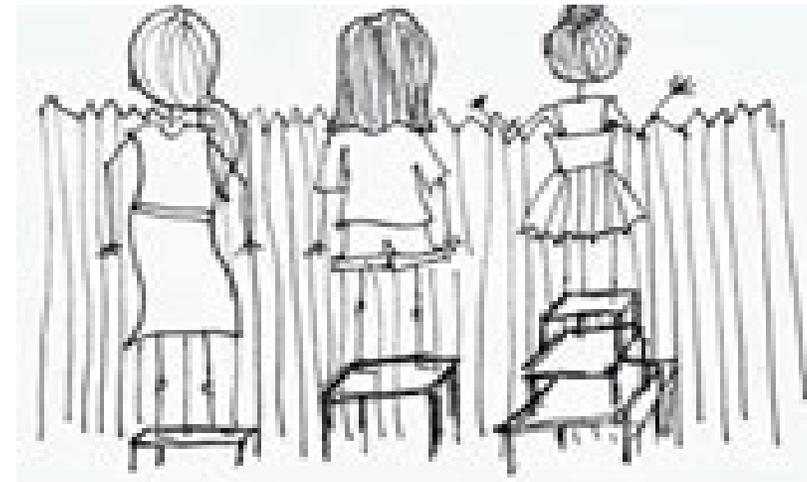
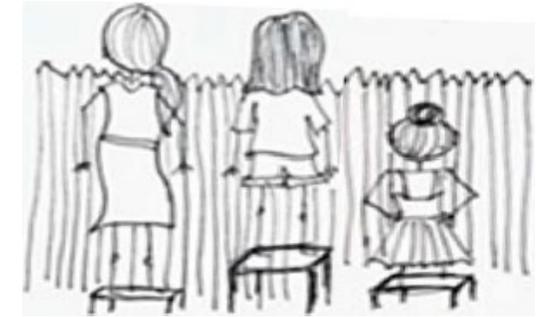
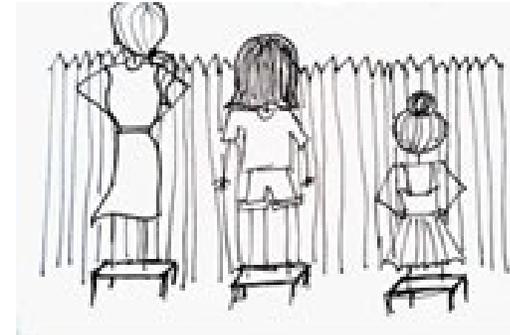
- Roster Due Date Expansion
- Roster Report Requirement
- New League Requirements / Split Groups
- Insurance Due Prior to Permitting
- Registration Assistance for Families w/Hardship

Sports Services / League Website

- <https://www.pwcva.gov/department/sports-services/>
- On-Line Applications expected 2026

Portable Restrooms

- Vendor Contact – CLEAN Restrooms
- POC: Mac Slover – jslover@pwcgov.org



Parks & Recreation Code of Conduct

The Way We Play PWC Code of Conduct

Be Kind

- Treat everyone with respect, staff, visitors, and teammates alike.
- Use polite language and actions.
- Include others and be a good sport.

Be Safe

- Follow safety rules at all times.
- Keep hands, feet, and objects to yourself.
- Report unsafe behavior to a staff member right away.

Be Fair

- Play by the rules and take turns.
- Be honest and show good sportsmanship.
- Respect decisions made by coaches, referees, and staff.

Be Responsible

- Take care of equipment, facilities and the environment.
- Clean up after yourself and put things back where they belong.
- Use all areas and items as they are intended.

Follow Directions

- Listen to staff, instructors and volunteers.
- Stay in approved area and respect boundaries.
- Cooperate with all posted and spoken instructions.

And, Always Follow the Law

Together, we can create a space where everyone feels safe, respected, and welcome.



Scan QR code to view
full policy such as prohibited conduct
and corrective actions.

Parks & Recreation Signage Policy Package

Sports Services will be the primary contact for all signage requests. Applicants may submit a completed application package for review/approval by Parks & Recreation. Completion of application package does not imply acceptance of signage request.

All permanent signage application packages must include:

- Signed Application
- Drawings/Aerial Maps/Location
- Signage Size/Materials (Required specifications can be found w/in policy)
- Internal Review Checklist w/selected option

Two Permanent Request Types:

1. Repair/Replacement Existing Signage
2. New Permanent Signage

Temporary signage must adhere to policy requirements and be removed at the conclusion of permitted event(s). Temporary signage will not require the internal checklist form.



PRINCE WILLIAM COUNTY PARKS & RECREATION APPLICATION FOR SIGNAGE

Application Process & Requirements

Approvals will only be considered for league/organizations. The league/organization must receive approval prior to placement of any signage on Park property. Drawings/aerial map for the location of the signage must be submitted with the request. League/organizations must be considered in good standing by Sports Services and meet the adopted standards set forth by Parks and Recreation. Adherence to signage standards does not guarantee a right approval.

Applicant Information

Name of Organization: _____
 Address of Organization: _____
(Street Address) (City) (ST) (ZIP)
 Name of Applicant: _____ Phone Number: _____
(Select one) (H) (C) (O)
 Address of Applicant: _____
(Street Address) (City) (ST) (ZIP)

Location Information

Park Requested: _____
 Area Within Park (attach map): _____ Temporary: Yes No
 Signage Size: _____
 Signage Material: _____

Terms & Conditions

Signage composition, size and installation specifications must adhere to the adopted signage policy. Temporary signs must be removed once the event permit has concluded. Signage must not interfere with maintenance and operations of parks and park facilities. Permitted group will maintain signage in good condition with a clean/orderly appearance when displayed. Parks and Recreation reserves the right to revoke permission and/or remove signage per Parks Director.

HOLD HARMLESS AGREEMENT

The _____ (organization) agrees to assume full responsibility for and hold the PWC Parks & Recreation, its officers, agents, servants and employees harmless from any legal liability, injury or damage to the person or property of the applicant, its members and/or guests and to assume full responsibility for any damage to PWC Parks & Recreation owned or leased property or person in connection with the use of Parks & Recreation owned or leased facilities.

I indicate that by signature below that I have the authority to sign this agreement on behalf of the organization, I will inform all members of the organizations and/or any persons acting on behalf of the organization the entire terms and conditions of this agreement.

Print Name

Signature

Date

PRINCE WILLIAM COUNTY

Parks & Recreation
Signage Request
Internal Approval Form

Contact Name: _____
 Permittee/Organization Name: Location of Request: _____

This request is a repair/replacement of existing permanent signage for Prince William County Parks and Recreation. It meets the adopted DPR signage policy guidelines and includes drawings/serial map. It will be maintained by the Maintenance and Operations Division.

This request is for new permanent signage on Prince William County Parks and Recreation property. It meets the adopted DPR signage policy guidelines and includes drawings/serial map. The maintenance of this asset is the responsibility of the permittee. Should the permittee desire maintenance from the Maintenance and Operations division, it will expense to a Charter of Accounts (COA) designated and approved separately by the Assistant Director for Maintenance and Operations.

REQUIRED APPROVALS

Sports Services Manager
 Signature: _____ Date: _____
 Comments: _____

Planning & Capital Projects Staff
 Signature: _____ Date: _____
 Comments: _____

Maintenance & Operations Superintendent - Grounds
 Signature: _____ Date: _____
 Comments: _____

Maintenance & Operations Superintendent - Facilities
 Signature: _____ Date: _____
 Comments: _____

Assistant Director for Recreation
 Signature: _____ Date: _____
 Comments: _____

Mid-Atlantic Recreation, Parks and Sports Alliance (MARPSA) Prince William County Membership

Who is MARPSA?

We are a consortium of over 20 Recreation and Parks Departments in Maryland and Virginia, sports officiating groups, and sport governing bodies in the region. Prince William County joined in 2020.

Mission of MARPSA

Since 2002 the mission of MARPSA has been to develop and communicate a consistent message that organizations and their players, coaches, administrators and spectators will be held accountable to a code of conduct. Our code of conduct promotes Good Sports and keeps recreational competitive and non-competitive sporting activities in proper perspective.

2024 Prince William County Parks & Recreation MARPSA Award Winners

The Dennis Callahan Good Sport Awards is a MARPSA sponsored program providing opportunity for member jurisdictions to recognize young athletes, coaches and administrators who have modeled Good Sports actions and behaviors in local athletics. The Good Sports Award were presented to the winners at the April Park & Recreation Commission Meeting at George Hellwig Park.

<u>Athlete</u>	– Jayden Akpaku	- Miracle League of PWC
<u>Athlete</u>	– Yanira Garcia	- Eastern PW Basketball
<u>Coach</u>	– James Draughon	- Eastern PW Basketball
<u>Coach</u>	– James Bailey	- PWC Girls Softball Little League
<u>Official</u>	– Kevin Driscoll	- Virginia Soccer Association



**2025 Nominations Due:
December 1, 2025**



Questions?

Sports Services Division
Email: Sportsservices@pwcgov.org
703-792-7060