

# **National SFMA BMP Template - Guidelines for Customization**

*Best Management Practices for the Sports Field Manager: A Professional Guide for Sports Field Management* provides chapters and our membership at-large with the tools and resources to document solid environmental practices for legislators, regulators, employers and community constituents. Although members have been following excellent practices, this program validates those and positions the Sports Field Manager as a strong steward of the environment, which will aid in educating decision makers.

The National BMP document is a customizable template that can be edited to fit the needs for a specific region, state, or facility. SFMA provides this template so that it can be customized for individuals and/or groups in need of the document. SFMA is providing these guidelines for how to customize the template as well as effective distribution. Maintaining the integrity of the document is important as subject matter experts from academia and the sports field management profession have contributed factual and accurate information that is required to be maintained. Therefore, only select areas of the document allow for customization.

## **BMP Cover**

In order for all chapters and end users of the template to provide a unified message across the country, SFMA is requesting that all edited covers maintain the following three items in the location as they are presented in the template:

- Title
- Background Photo
- National SFMA Logo

SFMA recognizes the need for chapters and end users to customize the cover to their region or location. The end user can edit or change the following items to reflect their chapter or location:

- 3 small pictures
- Chapter logo added to the predetermined location with statement “Regional content provided exclusively by *Chapter Name*”

## **BMP Template**

States may have regulatory issues that differ from national or federal regulations. The template allows groups and individuals to include those specific regulations in the document. There are two options for customization of the template for your chapter/state/local needs:

### **1 – Customize on Your Own by Providing Regulatory Information in Chapter 10**

Individuals or groups may customize the BMP document on their own with local resources. The text for the original national template cannot be edited. An additional chapter, 10 – Regulatory Information, has been added to the customizable template for specific state or local information. The Regulatory Information chapter contains place holders for the regulatory information that relates to the content in the preceding chapters. This allows users to quickly and easily find information relevant to their area.

Another section, State/Regional References allows individuals and groups to add publications, websites, and any additional resources specific to their area and situation.

The photos in the national document may be swapped out with regional photos. For best quality, utilize high resolution photos. Be conscious of the photo height and width and try to match it to the existing photo. Different sizes may skew text placement and page numbers in the overall document.

Before finalizing your customized BMP, ensure the table of contents and page numbering match your final document layout.

## 2 – Customize Information with the Assistance of a Consultant

Individuals or groups may hire a consultant to research state and local regulations. The consultant will have access to the national template to embed regional information and/or produce the content for the additional chapter, 10 – Regulatory Information. Please note, even with the use of a consultant, the text for the original national template cannot be edited. The cost of the consultant will be paid by the group requesting customization.

### **Effective Distribution:**

The guide should be provided to legislative bodies to educate them — proactively now – and in response to impending legislation affecting sports field management. Often legislation is introduced that can negatively impact the ability of sports field managers to provide safe playing surfaces for their athletes. Those introducing the bills are not in our industry; thus, they are not well-informed about the commitment of SFMA members to protecting the environment. Chapters and members can follow their state’s legislative activity at the National Conference of State Legislatures (bill information services) database and easily look up any legislation affecting the environment in their state. There is no charge to search this database.

The guide also is relevant to the constituents served by sports field managers. Athletes, coaches, parents, community members and others will benefit from knowing the environmental stewardship practices that are in place at your facility.

For more information, please contact SFMA at [sfmainfo@sportsfieldmanagement.org](mailto:sfmainfo@sportsfieldmanagement.org) or 800-323-3875.