

POLICIES and PROCEDURES

**POLICIES and PROCEDURES**

**TOWN OF NORTON**

**PARKS and RECREATION COMMISSION**

## POLICIES and PROCEDURES

**MISSION:** To advance parks, recreation and leisure-time activities that enhances the quality of life. The purpose of the Recreation Department is to meet the diverse recreational, cultural, athletic and leisure-time pursuits of the residents with a broad based comprehensive and inclusive program. Recreational programs are organized to encourage participation and enjoyment and should be held at safe and well-equipped facilities on a year-round basis.

*Accepted: 10/6/04*

### **APPOINTMENT and QUALIFICATION:**

The Commission consists of seven members, each appointed for a three-year term, beginning July 1<sup>st</sup>, by the Board of Selectmen. Before assuming official duties, each newly appointed member shall be sworn to faithful performance of the official responsibilities by the Town Clerk. At the end of a member's term, typically a letter is sent to the member asking for their intent in regards to reappointment.

*Accepted: 8/15/04*

### **VACANCIES ON THE COMMISSION:**

While a vacancy occurs in the membership of the Commission, business can still be attended to during meetings that meet a quorum of existing members.

*Accepted: 8/15/04*

### **ROLE OF THE BOARD:**

The Commission is responsible for

1. Setting policies and procedures for the Parks and Recreation Department.
2. Making recommendations to the Director about operational issues but cannot make such decisions.
3. Provide the Director with an annual evaluation.
4. Annually develop a written goals and objectives plan.

*Accepted: 8/15/04*

**CLARIFICATION OF TERM "DIRECTOR":** While there is a management contract in place to run the Parks and Recreation Department, the term "Director" refers to the YMCA appointed Recreation Commission representative. The director is an employee of the YMCA, reasonable modifications to the policies and procedures are accepted within this framework.

*Accepted: 12/13/06*

### **ROLE OF THE DIRECTOR:**

The Director is responsible for the day-to-day operations of the department and it's staff as outlined in the position's job description. The director is entitled to time off or away from the job and commission members should respect that time by not contacting the director outside of the office. Should an emergency arise, members shall contact the Chairman, who in turn makes the determination to contact the director or not. In the absence of the Chairman & Vice Chairman, the Commission Member is allowed their own discretion in contacting the director via department cell phone only.

*Accepted: 12/13/06*

## POLICIES and PROCEDURES

### **PROCEDURE FOR ESTABLISHING POLICIES and PROCEDURES:**

Members of the Commission can request to place something on the agenda for a regularly scheduled meeting. The Commission may choose to discuss the policy immediately or schedule the discussion for a future meeting. Policies and Procedures pass by a vote of a simple majority within a quorum.

The Director shall be responsible for the maintenance of all the policies and procedures.

Within this document, the term annually refers to January.

*Accepted: 8/15/04*

### **COMMISSION ETHICS:**

A member of the Commission, in relation to his or her community should:

1. Accept the position as a means of unselfish service and not benefit personally from their position on the commission.
2. In the event that an issue requiring a vote comes before the Commission that directly affects a member of the Commission, such member shall abstain from voting.
3. Remember that he or she represents the entire community at all times.
4. Realize that he or she is one of a team and should abide by all decisions and not act on their own, without discussion and support of such action at a meeting first.
5. Not make statements of how he or she will vote on matters that come before the Commission until he or she has had an opportunity to hear the pros and cons of the issue during a meeting.
6. Treat all members and staff with respect despite differences of opinion.
7. Addresses issues with the Commission, staff, programs, facilities or specific community issues of interest at Commission meetings, never the media or community first.
8. Emails between members of the commission should be avoided except for matters of purely housekeeping (scheduling/canceling meetings, agenda items, staff communications) or administrative nature as it carries a high risk of violating the Open Meeting Law. Emails are official documents that will be kept on record.

*Accepted: 8/15/04*

### **ORGANIZATION OF THE COMMISSION:**

The Chairman shall be elected annually by the commission at the first meeting in January by a majority vote. The Commission shall also elect a Vice-Chairman in the same manner. Any aforementioned officers may be removed by a majority vote of the Commission.

*Accepted: 8/15/04*

## POLICIES and PROCEDURES

### **RESPONSIBILITIES OF THE CHAIRMAN:**

The Chairman of the Commission shall:

1. Preside at all meetings. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.
2. Sign official documents that require the signature of the Chairman.
3. Coordinate and plan meeting agendas with the Director.
4. Serve as a spokesman of the Commissions' position unless otherwise determined by the Commission or delegated by the Chairman.
5. Arrange orientation for new members.
6. Keeps in contact with the director on an as needed basis. Acting as a liaison between commission members and the director to keep everyone up to date and be responsive to needs and requests.

The Chairman shall have the same rights as other members to discuss questions and to vote on items. In the absence of other offerings he/she may introduce motions, seconds to motions and resolutions.

*Accepted: 12/13/06*

### **RESPONSIBILITIES OF THE VICE-CHAIRMAN:**

The Vice-Chairman, in the absence of the Chairman, will be responsible for conducting the Commissions' meetings in an orderly manner and will act in the capacity of the Chairman. Should the Chairman leave office, the Vice-Chairman shall assume the duties of the Chairman until the Commission elects a new Chairman.

*Accepted: 8/15/04*

### **RESPONSIBILITIES OF ALL COMMISSION MEMBERS:**

As a member of the Parks and Recreation Commission, you are part of a small group given the responsibility to act for the community. Your responsibility is to the community. It's your job to question all proposals to determine if they are well prepared, well thought out, and will benefit the community.

The members of the Commission are responsible for picking up their meeting packets and being prepared for discussion of the items on the agenda.

*Accepted: 12/13/06*

### **AGENDA PROCEDURES:**

The responsibility for coordinating and planning the meeting agenda is that of the Director, in consultation with the Chairman. Each of the Commission members or the Director can place items on the agenda. Background material for the meeting agenda items should be made available prior to meeting for members to pick up and review. Items can be tabled to allow careful study of the material or the motion proposed. A copy of the meeting minutes to be voted on along with any correspondence will be placed in the members' folders with the agenda prior to meeting.

*Accepted: 12/13/06*

## POLICIES and PROCEDURES

### **MEETINGS:**

A meeting called for any time other than the regular meeting shall be known as a “**Special Meeting**”. The Commission shall form subcommittees and elect representatives to such committees where special meetings will take place. Special Commission meetings may be called provided that a majority of the members agree to meet and all Commission members are notified. All Special meetings will be posted in accordance with the Open Meeting Law.

All meetings are conducted in accordance with the Open Meeting Law. Robert’s Rules of Order shall be used as a guide in matters requiring clarification or definition. A quorum shall consist of a majority of existing members of the Commission. Actions and decisions shall be made by a motion, second, and a vote.

The Director should make all efforts to be in attendance at all meetings to keep the Commission informed and to make recommendations. Members of the Commission are also expected to have excellent attendance to meetings. In the event of missing a meeting, the members of the commission or director, should notify the Chairman as soon as possible.

The Commission shall maintain accurate records of its meetings in the form of minutes.

The commission may conduct informal “**working sessions**” as the situation warrants. These meetings do not need to be posted and no official action can be taken. A summary of the working session should be presented at the next scheduled meeting.

*Accepted: 8/15/04*

### **VIOLATIONS:**

In the event that a member of the commission or director is in violation of all or part of the policies and procedures, by a simple majority vote, the commission may recommend action to the Board of Selectman.

*Accepted: 8/15/04*

### **FINANCES:**

The Parks & Recreation Department has 3 types of financial accounts.

The **operating budget** is a list of expenses expected over the course of the year. The budget process for this begins in December for the year beginning July of next year. The director, upon approval of the Commission submits the operating budget to the town manager by January 15<sup>th</sup> of that year. The operating budget is reviewed by the finance committee and approved at town meeting. During the course of the year, bills are submitted to the accounting department for payment. Any expenses over \$1,000 must have prior approval. The commission reviews this account as a whole annually.

*Accepted: 11/17/04*

## POLICIES and PROCEDURES

The **revolving account** is used to accept income and expenses related to programs, facilities and special events. Providing affordable services for the community is always the goal of the commission. The revolving account is not to exceed \$10,000 at the end of the fiscal year. The Commission will review this account quarterly through financial statements and stat sheets provided by the director.

Under the current management contract, program income and expenses are handled through the vendor's internal accounting and not through the revolving account.

*Accepted: 12/13/06*

The **gift account** is for gifts/donations given to the Parks and Recreation department. Funds in this account can be accumulated to supplement the budget/revolving account or accumulated as a savings account for special/larger projects.

*Accepted: 11/17/04*

### **PROGRAM POLICIES & PROCEDURES:**

**Programming Goals:** The Norton Parks and Recreation Commissions objective is to establish and provide a variety of diverse, inclusive, year-round recreational programs that will enhance our community and all its citizens. The Commission will review programs on an as needed basis and must give prior approval to add or delete programs listed within the Annual Goals and Objectives Plan.

Programs shall operate under a set of guidelines that are designed to allow these programs to meet their fullest potentials and successes

Prior to offering programs the following things need to be evaluated by the Recreation Director:

1. Need      Programs should not duplicate the work of other organizations but fulfill a need within the community. Programs should be wholesome and foster the utmost participation and enjoyment for all participants.
2. Location    Handicap accessibility must be considered and necessary forms submitted (ie, Superintendent, Town Hall, etc.) for location usage.
3. Staff      All instructors, directors, and volunteers (including Commissioners) for the program must be CORI-checked annually. Appropriate staffing must always be a consideration in running a program where the participants are successful at developing the skills necessary to perform in the chosen activity.

*Accepted: 12/15/04*

## POLICIES and PROCEDURES

**Programming Fees:** The commission supports a system of fees and charges for programs to supplement other resources available to the Recreation Department, not replace them or be used to diminish government's responsibility to provide public open space and leisure opportunities. Therefore, fees and charges must be viewed as a method to continue or expand the ability to provide basic services on an equitable basis. Fees, funds and programming registrations for programs are managed (or delegated) by the Recreation Director.

The following items need to be considered when developing program fees:

1. Fees must recover all the costs associated with running the program.
2. A 10% administrative fee must be included when determining fee.
3. Non-residents will be charged a fee \$5-\$10, based on the price of the program, higher when there are openings in classes or activities sponsored by the Recreation Department. Residents of Norton will have first priority at registration.

**Refund policy:** A program registration change form (appendix C) needs to be completed prior to any refunds requested. Refunds less a \$10 processing fee per person, per program can only be given before the start of the second class. Refunds will not be given after the start of the second class. During the term of the management contract, Recreation refunds will determined by the vendor's policies for issuing refunds.

**Statement of Participation:** It shall be the policy of the Commission that no resident shall be denied participation in any Department sponsored or cosponsored program due to the inability to pay a fee or charge.

Scholarships—Fees and charges may be waived by the director for individuals or families judged financially deprived by an official, local or state agency. A scholarship request application is available for all programs & is kept on file. See appendix B.

**Accounting for program funds:** All fees and charges will be deposited in the Recreation Revolving account.

*Accepted: 1/17/07*

**Programming Records:** For the purpose of reviewing established programs and considering new programming ideas the following records will be kept on file for each program.

**Program planning form** to be completed & submitted to the Recreation Commission prior to initial onset of program. See appendix A.

**Program Final Report** to be completed at the end and presented to the Recreation Commission at the end of the each program, every time it runs.

*Accepted: 12/13/06*

## POLICIES and PROCEDURES

**Publicity Policies & Procedures:** In general a standard of 6 weeks should be allowed to properly promote a program or event. All promotions are handled (or delegated) by the Recreation director. Prior approval by the Recreation director is needed by instructors; volunteers and/or commissioners for final approval of all program materials (flyers, registration forms, press releases, etc) the following measures are standards for promotional purposes:

1. Press Releases sent to
  - a. local newspapers
  - b. local cable network
  - c. mailing list via email
  - d. be posted on appropriate web site
2. Informational flyers to appropriate Norton Schools
3. Informational posters posted within the community

*Accepted: 12/13/06*

**Participants Code of Conduct at Recreational Programs** The Recreation Commission believes that preventative safety measures must be considered when developing programs. A safe environment must always be strived for. The following are general rules to be observed by participants and enforced by staff (paid or volunteer) at Recreation Department programs and events.

1. Fighting, name-calling, stealing, inappropriate language or actions will not be tolerated.
2. Participants must stay within program space allowed and will not be permitted to leave without a parent/guardian's written permission.
3. Participants will refrain from any behavior that would endanger the health, safety and welfare of others.
4. Smoking and possession and/or use of alcohol or drugs will not be tolerated and will result in immediate suspension from department program.
5. Participants are expected to use reasonable judgment and common sense concerning good conduct, safety and sportsmanship.

*Accepted: 12/15/04*

**Disciplinary Code:** The following procedures will be followed for any participant who does not adhere to the rules and regulations.

First offense will result in a verbal warning.

Second offense in same day will result in an age-appropriate time-out and parent notification of offense.

Third offense will result in a call to the parent asking that the child be taken home.

In the event that the program supervisor deems an infraction to be of extreme nature, the supervisor has the authority to immediately call the parents to pick up the child. The supervisor should then submit an incident report (see appendix E) to the Recreation director for determination of disciplinary action, including the possibility of expulsion.

*Accepted: 12/15/04*

## POLICIES and PROCEDURES

### **Staff Procedures:**

Over seen by the Recreation Director, the program instructor will

1. Make sure the program space is safe and appropriate for the program of concern.
2. Provide adequately supplied first aid kit at program facilities.
3. Be present 15 minutes prior to program, during the entire session and until all participants have been picked up by an authorized person.
4. Enforce the disciplinary code and code of conduct.
5. Have and complete incident reports when necessary and submit to the recreational director within 24 hours.
6. Follow the chain of command in all situations concerning your program.

*Accepted: 12/15/04*

### **Emergency Procedures:**

The director will notify the staff of emergency procedures appropriate to the program and facility where program is located. Due to the individualized nature of each program and location it's the commissions' policy that the director will design emergency procedures that reflect the needs of the individual programs and inform that staff of such emergency procedures.

*Accepted: 12/15/04*

### **EVERETT LEONARD PARK RENTAL/USAGE POLICIES & PROCEDURES:**

It's the Commissions desire to make the park available whenever possible for Recreational programming and community events but supports rentals of the facility for purpose of enhancing services.

Potential events/rentals (private or departmental) will be provided with a list of rules, regulations and rates of the park (appendix F) in addition an application (appendix G). All applications will be submitted to the Recreation Director for review. First priority will be given to recreation department programs all ready scheduled over outside rentals. Prior to written notification of approval the application must be signed by the parks & recreation director, the police chief and the fire chief.

*Accepted: 12/15/04*

POLICIES and PROCEDURES

**NRPA CODE OF ETHICS FOR PARK AND RECREATION BOARD MEMBERS**  
(Signed each year by Current Commissioners)

As a Park and Recreation Board Member, representing all of the residents, I recognize that:

1. I have been entrusted to provide park and recreation services to my community.
2. These services should be available to all residents regardless of age, sex, race, religion, national origin, physical or mental limitation.
3. While honest differences of opinion may develop, I will work harmoniously with other Board Members to assure residents the services they require.
4. I will invite all residents to express their opinions so I may be properly informed prior to making my decisions. I will make them based solely upon the facts available to me. I will support the final decision of the Board.
5. I must devote the time, study and thought necessary to carry out my duties.
6. The Board members establish the policy and the staff is responsible for administering the policies of the Board.
7. I have no authority outside of the proper meetings of the Board.
8. All Board meetings should be open to the public except as provided by law.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## POLICIES and PROCEDURES

### **NEW MEMBER ORIENTATION:**

Materials to receive:

1. How to survive as a Park and Recreation Board Member
2. Policies and Procedures, Town of Norton Parks and Recreation Commission
3. Goals and Objectives for current year
4. The Vital Role of Citizen Board Members” video (to be returned)
5. Town of Norton current year annual report
6. Parks and Recreation Commission Annual Goals and Objective Report.

When sworn in:

1. Open meeting Law
2. Conflict of Interests Law

Tours:

1. Town Hall (including Commissioner folders)
2. Parks

**Appendix**

*The attached documents are the current forms used within the Parks and Recreation Department. They are developed and maintained by the Parks and Recreation Director to reflect the current information in coordination with the Commissions policies and procedures.*

- A. Scholarship Form**
- B. Campership Form**
- C. Incident/Accident Report**
- D. ELP Rules and regulations**
- E. ELP rental application**