

East Montpelier Recreation Committee Policies & Procedures Manual

APPROVED: 11/08/2010

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Mission & Vision Statement:

East Montpelier Recreation Committee will support recreational activities and community events for all residents of East Montpelier by providing quality facilities for recreational activities and supporting quality events that enhance the community.

All activities sponsored by East Montpelier Recreation Committee shall strive to provide a fair, positive, safe, and fun experience for all.

BOARD FUNCTION

The functions of the East Montpelier Recreation Committee (EMRC) are to:

- Maintain the assets of the organization;
- Approve and support programming directives;
- Prepare and approve operating budget;
- Maintain the recreational facilities including the fields, buildings, parking lot and equipment located on Vincent Flats Road, East Montpelier;
- Create and maintain appropriate policies and procedures;
- Act as a liaison between the East Montpelier select board regarding programs, directives, and initiatives;
- Provide a fair, safe, healthy environment on EMRC grounds and within all programs offered by EMRC for members of the community;
- Elect officers of the committee on an annual basis; and
- Review on at least an annual basis the role, appointment, and compensation of the Athletic Director.

BOARD MEMBERSHIP

The membership of the EMRC shall be comprised as follows:

- Membership shall be on a volunteer basis;
- There shall be a minimum of 5 members and a maximum of 9 members (ideally with an odd number of members) all of whom are voting members;
- Members shall include residents of East Montpelier or other people in the community with family ties to East Montpelier;

- Membership terms shall last for 3 years coinciding with the beginning of the organization's fiscal year of July 1st;
- All board members must be appointed by the town select board and are overseen by the select board,
- All interested parties for the board shall submit a letter of interest to a current co-chair of the committee including the following information:
 - Name;
 - Town of residence;
 - Brief statement of interest in joining the board
- Existing board members who wish to renew their term shall submit a brief letter of interest in renewing their term to a current co-chair;
- Any members who wish to remove themselves from the board prior to the end of their term shall submit a letter of resignation to a current co-chair (via e-mail is acceptable);
- Any members appointed by the select board to fill vacancies left by resigning members prior to the end of their term shall complete the remaining term of the vacating member; and
- Should a district wide recreation board exist, any representatives to that board shall come from the membership of the EMRC on either an appointed or volunteer basis.

BOARD OFFICERS & RESPONSIBILITIES

The officers of the EMRC and their said responsibilities shall be as follows:

- Co-chairs (two persons who will share the following duties)
 - Act as the point persons for the community to express any issues/concerns and to relate back to the board for discussion and potential action;
 - Primary persons responsible for any follow-up, research, and contact unless otherwise delegated;
 - Establish a meeting agenda and distribute to membership based on input from board members and based on community issues;
 - Properly warn meetings and post agenda for public view at East Montpelier Elementary School (EMES); the Town Offices, and the East Montpelier website www.eastmontpelierlocal.com;
 - Lead all EMRC meetings including keeping the conversation on target to agenda;
 - Submit approved minutes to the select board on a timely basis and post on the East Montpelier website (noted above); and

- Act in a responsible and professional manner mindful that the co-chairs are the voice of the entire committee and therefore must represent the views held by the majority of the committee even when not a personal view.
- Treasurer
 - Maintain the checkbook of the EMRC including making deposits and writing checks;
 - Obtain written approval by a co-chair for any checks written in excess of \$250;
 - Prepare monthly reports for the EMRC;
 - Provide all accounting records to the town of East Montpelier at the conclusion of the fiscal year;
 - Prepare reports of annual activities for the town Annual Report; and
 - Prepare budget information and funding requests to the Town of East Montpelier on an annual basis.
- Clerk (can be filled by a volunteer non-member of the EMRC)
 - Record minutes of meetings and prepare a typed DRAFT version of minutes following standard practices to co-chairs within 5 business days of the meeting;
 - Correct DRAFT minutes per any changes noted and prepare final versions which shall be submitted to co-chairs.

Officers shall be nominated by members of the EMRC and elections shall be held at the start of each fiscal year.

BOARD MEETINGS & CORRESPONDENCE

The EMRC shall follow these guidelines as it relates to meetings:

- The EMRC shall meet at a regularly scheduled time on a monthly basis for at least 10 months of the fiscal year (July – June);
- All members shall make an effort to be at all meetings – failure to attend regularly could result in removal of membership;
- A quorum is needed to vote on any issues faced by the board and is defined as “one member over one half of the membership”;
- In the case of an even number of members and a vote generates a tie (from all membership), the select board shall make the final determination on said issue;
- All correspondence, including minutes, relating to EMRC is open to the public;

- To aid in communication amongst members, all members are strongly encouraged to provide an e-mail address &/or phone number that can be shared amongst members and/or the select board if needed; and
- Between regularly scheduled meetings, any issues that arise may be brought to the attention of all members of the board via e-mail if at all possible and will clearly show who received said correspondence (i.e. no BC). However, notification in this manner shall not constitute a substitution for a formal meeting and all business shall be conducted during meetings.

ATHLETIC DIRECTOR

The EMRC may choose, on an annual basis, to use an athletic director to have primary oversight of any programs sponsored and run directly by the EMRC. This function shall adhere to the following guidelines:

- The athletic director can be filled by either a non-officer member of the EMRC or the EMRC can appoint a non-member;
- The EMRC has direct oversight of said athletic director and can remove the responsibilities of said person if at any time the person is no longer following the mission or program guidelines as set forth;
- The EMRC has the right to offer a stipend for this position if approved by a majority vote of the EMRC payable at the end of the fiscal year and shall not exceed any net income from the programs overseen by the athletic director;
- Specific duties of the athletic director are as follows:
 - Act as the voice of the EMRC regarding the programs overseen ensuring to follow the mission of the EMRC to foster a fair, positive, safe, and fun experience;
 - Initiate sign-ups for programs by inviting the public to participate through sign-up forms approved by the EMRC that shall be delivered through the EMES school newsletter and other on-line accessible resources to the residents of East Montpelier;
 - Collect the sign-up sheets and fees;
 - Establish tentative teams (based on the minimum number of participants noted in the program guidelines section of this document) for approval by the EMRC and/or coaches of the said sport;
 - Provide the school with a copy of any forms required by them regarding the participants of each program;
 - Collect and review applications for coaches and search for individuals to coach where there is a need;

- Recommend coaches to the EMRC who will then perform all necessary background check information;
- Create a practice schedule including coordination with the school for use of their fields, gym etc.;
- Work with the district and/or coaches to schedule games giving first priority to other teams in the district (with a maximum of 3 games scheduled with any one team) before scheduling non-district games;
- Organize & run an initial coaches meeting at the start of each season to go over program guidelines, sportsmanship code of conduct, distribute any equipment/uniforms, go over scheduling, and provide any instructions necessary regarding set-up for games;
- Act as the point person for any issues that come up during the season;
- Bring to the attention of the EMRC any issues that require further action; and
- Collect and return to the EMRC any equipment/uniforms used during the season.

Should the EMRC decide NOT to use this function, the above duties shall be assigned to multiple members of the EMRC.

PROGRAMING DIRECTIVES

All programs supported directly by the EMRC shall adhere to following guidelines:

- Programs shall be open to all residents of East Montpelier meeting any age/grade requirements regardless of race, color, sex, or any other discriminating factor;
- Programs may also include athletes/participants from surrounding communities meeting any age/grade requirements should space allow and with the prior approval of the board;
- Programs shall follow any guidelines for said activity published by the Washington Central Supervisory Union's annual Athletic Manual;
- Programs shall provide a safe, positive and fun environment for participants, coaches, administrators, and parents;
- Programs shall provide an opportunity for all skill levels to participate without ridicule or judgment;
- Programs shall establish participation fees necessary to cover the costs of the programs including but not limited to uniforms, equipment, and maintenance/supplies. Consideration shall be given for "scholarships" for families unable to pay the participation fee;

- All programs which require coaches shall have a minimum of two adults at all practices and games;
- Programs shall follow minimum and/or maximum numbers of participants in order to ensure no team has too few or too many players allowing all players access to appropriate playing time and coaching. Specifically,
 - Soccer shall have a minimum of 9 players and a maximum of 12;
 - Basketball shall have a minimum of 8 players and a maximum of 10;
 - Deviations from this model can exist with proper approval from the EMRC to ensure all participants have the option of playing; however, there shall at no time be less than the minimum number of players which allows for absences due to sickness and/or injury without putting undue hardship on the rest of the team.
- Programs for children in grades K-2 shall:
 - Meet once per week;
 - Include boys & girls playing together;
 - Focus on basic skill development and rules of the game;
 - NOT focus on scores; and
 - Include mini-versions of games.
- Programs for children in grades 3-6 shall:
 - Meet twice per week for practice and/or games;
 - Include separate boys & girls teams wherever the numbers allow;
 - Focus on skill development and understanding of the rules of the game;
 - De-emphasize scores and winning; and
 - Encourage a variety of position and situational play.
- Coaches shall follow these guidelines:
 - All coaches are volunteers;
 - All head coaches must be age 18 or over;
 - Assistant coaches must have attained the minimum grade level of Sophomore in High School;
 - Coaches shall complete an application form on an annual basis and will be subject to a background check;
 - Coaches are strongly encouraged to attend any district wide clinics and/or seek resources for drills and methodologies for effective practices and to obtain a solid understanding of the rules of the game;
 - Coaches are representatives of their team, the town, and the EMRC and therefore shall follow the sportsmanship code of conduct;
 - All coaches will carry with them at all practices and games all player's emergency contact listings;

- Coaches should ensure all members of the team are properly notified of practice and game schedules;
- Coaches shall ensure all players have fair playing time (fair playing time does NOT mean equal playing time – fairness may be based on things such as effort level, attendance at practice, attitude etc); and
- Coaches shall report any problems or issues with the designated Athletic Director or EMRC appointee within 24 hours of occurrence or awareness of an issue.

EQUIPMENT & SUPPLIES POLICY

The EMRC shall maintain all fields and equipment and supply to coaches all necessary equipment to provide an effective and safe environment. This will be accomplished by ensuring that:

- Trash containers and port-o-lets are available to users of the field;
- Fields are properly mowed and free of any debris that would be harmful to its users;
- On at least an annual basis, maintenance needs of the fields, buildings, and/or equipment are identified and work-bees and/or hiring of work to be done is scheduled or equipment purchased;
- Parking lots and roadways are accessible and properly marked when inaccessible (such as during spring until the grounds have dried out);
- Equipment and uniforms are properly stored during non-use in buildings on site or other locations agreed upon by the EMRC;
- A listing of equipment owned by the EMRC is maintained;
- Storage spaces are properly locked and access is limited to those whom need it;
- Fields are properly lined for use of play during games;
- Equipment and supplies shall be available for the following programs:
 - Soccer: each coach in the 3-6 program shall receive at the start of each season and is responsible for returning at the end of each season:
 - A bag of balls;
 - Whistles for use during practices and for refs;
 - Mouth guards available for sale to players (at nominal amount);
 - Uniforms for players use during the season;
 - Pinnies – for use during practice and for goalie during game; and
 - A medical kit.
 - Basketball: each coach in the 3-6 program shall receive at the start of each season and is responsible for returning at the end of each season:

- A key to the basketball cage stored in EMES gym;
- Whistles for use during practices and for refs;
- Mouth guards available for sale to players (at nominal amount);
- Uniforms for players use during the season;
- Pinnies – for use during practice;
- A scorebook (for 5-6 teams only); and
- A medical kit.

SPORTSMANSHIP CODE OF CONDUCT

All members of the EMRC and any appointees of such including coaches, shall adhere to the following sportsmanship code of conduct:

- Promote fair play including respect for the game and graciousness in losing or winning;
- Encourage all players regardless of skill level;
- Provide a fun environment in which to learn new skills by guiding players with proper instruction and the opportunity to practice;
- Provide positive reinforcement including praise for successes;
- Provide constructive criticism when mistakes are made;
- Refrain from addressing issues with other coaches/parents/referees in front of players or parents especially in a confrontational way.

The following behaviors are unacceptable and will not be tolerated:

- Berating of players, coaches, or officials;
- Use of vulgar language;
- Intoxication from alcohol or drugs; and
- Physical harm in any way towards players, coaches, or officials.

DISCIPLINARY PROCEDURES

In the event there is a dispute or a question regarding the conduct of a board member, officer, appointed representative, or coach the following action shall be taken:

- If the issue involved could jeopardize the safety of any child, the individual will immediately be removed from his/her duties pending any further review/inquiry into the matter by a co-chair of the EMRC;
- If the issue is criminal in nature, the EMRC has the obligation to report the matter to the proper authorities;

- All issues involving a coach shall first be brought to the attention of the coach by the party concerned and if resolution cannot be reached, the concerned party shall:
 - Contact the athletic director if there is one and the principal if the incident involves school property; and
 - Bring the issue to the EMRC for discussion and consideration of any action to be taken.
- All issues involving another member of the EMRC shall be brought to the attention of one of the co-chairs who will bring the issue forward to the full board for discussion.
- Any members of the EMRC who are directly involved with a dispute/grievance shall not be part of the discussion regarding any disciplinary actions.
- If the issue is not related to the safety of any child, the board shall consider the conduct of the individual and may take any of the following actions:
 - Provide a reminder regarding expected behaviors;
 - Provide a timeline for correction of a behavior;
 - Request apologizes or other corrective action be taken; or
 - Remove the person from said responsibilities.

ANNUAL REVIEW

On at least an annual basis, the recreation board shall review the policies and procedures manual and propose updates and changes to the document. All changes must be made by a majority of members.

TOWN APPROVAL

The town of East Montpelier shall receive a copy of the policies & procedures manual of the EMRC for its review and approval. A current copy of the manual shall be on file at the East Montpelier Town Clerk's office.

APPENDIX

Volunteer Coach Application

(Each coach must fill out a new application for each season)

Name: _____ Date: _____

Address: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Birth date: _____ Sex: Male Female

Email address: _____

Child(ren)'s name: _____

Request to Coach: Soccer Basketball

Age Requested: K-2 Program 3-4 Boys 3-4 Girls 5-6 Boys 5-6 Girls

Please list any coaching experience you have: _____

Have you worked with 5-18 year old children before, and if so in what capacity? _____

Have you ever been convicted of a criminal offense other than a minor traffic violation? _____

If yes, please explain: _____

List 2 references who know about your playing or coaching experiences:

NAME

PHONE

NAME	PHONE

I, the undersigned, understand that as a coach of a youth sports league that I will be expected to follow all rules and regulations as set forth by the East Montpelier Recreation Committee. I also understand that a failure to comply with all rules can result with my termination as a volunteer coach.

Signed: _____ Date: _____

For EMRC Use Only

Background Screening Completed: _____ Application: Accepted Denied

Expense Reimbursement

From East Montpelier Recreation Committee

Name: _____ Date: _____

Address: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Reason for Reimbursement: _____

Requested Reimbursement: \$ _____

(Please attach all receipts to this request – a photo copy is acceptable)

Approval Signature: _____ Date: _____