

# Stafford Recreation Commission

## *Recreation Program Reporting Guidelines for Administrators*

Programs in the Town of Stafford that are listed on the "Stafford Recreation Commission Budget Expenditure Report" will adhere to the following guidelines. All reports and documentation described below will be submitted to the Recreation Director. Any new organization that wants to get started is encouraged to contact the Recreation Director and will adhere to the following guidelines.

- Submit annually the Operational Expense report with the requested accompanying data. See attachment 1.
- Request in writing the facility usage requirements for its primary season (2 months notice).
- Submit all dates and times for sign up and registration information (2 months notice). It is preferable to post a link to this information on the StaffordSports.org website.
- Request in writing any additional season of play facility usage requirements other than its primary season. This may come with a fee due to the town as it is a secondary season (2 months notice).
- Once a new president of an organization is in place, a meeting with the Recreation Director is mandatory (within 1 month).
- Requests for fundraising dates, i.e. tag day, boot drop, car washes and other solicitation of the public, need to be first approved by the Recreation Director (2 months notice) prior to seeking location or facility permission from the Town Hall.
- Request in writing any changes or upgrades to the town facility used by the program. No work will be started until approved by the Recreation Director.
- Each program is required to have a code of conduct for players, parents and coaches signed and on file.
- The president of each organization will appear in front of the Recreation Commission to give a "state of the program" report annually at the October Recreation Commission meeting. See attachment 3 for a sample report.
- Prior to participating in any of the organization's activities, every adult volunteer must have a background check processed, as administered by each organization. Each organization must use their governing body's process for background checks or a service identified by the Town of Stafford. Background checks must be renewed every two years.
- Prior to participating in any of the organization's activities, every adult volunteer must take concussion awareness training and certification. Awareness training and certification is available through the Centers for Disease Control and Prevention at <http://www.cdc.gov/concussion/headsup/youth.html> . Concussion awareness training must be renewed annually.
- Prior to participating in any of the organization's activities, every adult volunteer must take sexual abuse awareness training. Awareness training must be reviewed annually. Awareness training is available at these links:

<https://s3.amazonaws.com/files.leagueathletics.com/Images/Club/20122/sll-supportingdocuments/SexualAbuseAwareness.V2.pdf>

<http://www.preventtogether.org/Resources/Documents/NationalPlan2012FINAL.pdf>

- Each organization that participates outdoors will publicize the thunder and lightning policy guidelines published by the National Federation of State High School Associations

[http://www.nfhs.org/media/1014153/nfhs\\_guidelines\\_for\\_lightning\\_october\\_2014.pdf](http://www.nfhs.org/media/1014153/nfhs_guidelines_for_lightning_october_2014.pdf)

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder.

#### Proactive Planning

1. Monitor local weather conditions before and during practices and contests.
2. Identify an evacuation plan, including identification of appropriate nearby safe areas.
3. Criteria for suspension and resumption of play:
  - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
  - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform athletes of the lightning policy at start of season.