



BOWDON RECREATION DEPARTMENT POLICY & PROCEDURES SUPPLEMENT MANUAL

Purpose and Objective of the Bowdon Recreation Department.

To provide and maintain quality park and recreation facilities that will meet the needs of the citizens of Bowdon.

In order to meet our objective the department will operate under the following four athletic parks, special programs and facilities. Qualified staff and equipment will be provided in each division to insure each department's purpose will be obtained.

Recreation Director: Robert Thomas

Leisure Program Technician: Nicole Geter

Athletic Coordinator: David Julien

Gymnastics Director: Lisa Wheaton

PARK: Field Rental Request: To be completed by individual renting field. Must be approved by director.

Damage or Break-in: Is completed by staff and submitted to director.

BULLETIN BOARD:

1. Information posted must be approved by the director or staff.
2. Sign or any other type of information placed outside this area must be approved by the director.

SOLICITATION OF FUNDS:

1. The solicitation of funds on park property is prohibited by outside organizations.
2. Department staff may solicit funds for program sponsorship or co-sponsorship.
3. The departments conduct fund raising activities for the purpose of raising money for a specific program or project.

CONCESSIONS:

All arrangement for serving food/beverages and sale of concessions must be approved by the director. The Bowdon Recreation Department is under contract with Coca-Cola Bottling Company and all sales must comply with the terms of the contract.

GENERAL CONDUCT:

1. All Tobacco is prohibited in all recreation facilities.
2. The consumption or open possession of alcoholic beverages, including beer or wine upon the grounds or within the confines of any facility of the Bowdon Rec. Dept. will be in violation.
3. Participants under the influence of alcohol will be ejected from any activity and automatically suspended for one year from all facilities and programs.
4. Indecent acts will not be tolerated.
5. Participants and spectators that use obscene, threatening, abusive or insulting languages are to be removed from the activity or grounds by staff or police. A suspension of three years will be applied.
6. Weapons – There will be a ZERO tolerance for weapons on Bowdon Recreation Department property with the exception of programs conducted by the department.

DISCIPLINARY ACTION: All people affiliated with any Bowdon Recreation Dept. event are subject to the zero tolerance policy.

Spectator and/or participants may be expelled or asked to leave the park area for undesirable conduct. The director, or any staff person at their discretion, may use their authority to remove anyone from the park.

A written detailed explanation of the incident must be turned in to the director, who will enforce the Zero Tolerance policy consequences. Once this occurs, any appeal to the zero tolerance policy must be made in writing within 24 hours of the incident. Under no circumstances may an ejected or suspended party return before an appeal is heard.

The disciplinary actions will be recorded and the Police Department and director will mail a certified letter to the person or persons suspended.

1. The Hearing Committee will include the director, the person writing the report and city manager.
2. Suspended party must meet with the director and program coordinator before they re-enter the facilities.

- FEES AND CHARGES:**
1. The income from fees and charges supplement the budget and enable the department to add new programs.
 - A. Fees are charged for the following: Baseball, Basketball, Cheerleading, Football, Gymnastics, Soccer, Softball, Track, Senior Adult Activities, Building Rental, Special Events, & Ball Field Rental.
 - B. A Refundable Registration Fee shall be charged to all participants providing NO purchase of uniform has been made. Fees are determined by cost of the program and will vary.

- HANDLING FUNDS:**
1. All incoming funds shall be receipted.
 2. Funds received from concessions and admission to football & basketball games shall be receipted. A copy shall remain in the receipt book for that sport.

- PARTICIPANTS & ELIGIBILITY:**
1. Participation in department sponsored programs are open to everyone.
 2. There are also some programs that limit participation for various reasons. These programs are open only to participants meeting the programs stipulations.

AWARDS: In general the department would like to provide awards for all participants. However, we only provide awards for tournament play only.

HEALTH CONTROL: The State Health Department and Family Physicians will be consulted on matters regarding the health of participants.

PARTICIPANTS WITH DISEASES: Participants with contagious diseases may be excluded from participation in recreation department programs during their illness. In a case where an employee observes a child needing medical attention, they should report the matter to the director.

PARTICIPANTS WITH SPECIAL NEEDS: The Bowdon Recreation Dept. does not discriminate on the basis of handicapped status in admissions or access to, treatment, or employment in its activities.

LIABILITY RELEASE: The Department shall require a liability release form on each program participant.

PARTICIPANT ACCIDENT: The department does not require participants to carry insurance through the recreation department.

Accident Reporting Procedures:

1. When an accident/incident occurs either at a facility rented or during a department program, you will need to fill out the Accident-Participants Form. Get as much information as possible from the person that is hurt.
2. Accident form must be turned in to the director within 24 hours of the accident occurring.
3. After the director reviews the form he will report the incident to the city manager.

VOLUNTEER COACHES BACKGROUND SCREENING

- All volunteer coaches will fill out a background check release form and a background check will be performed before any volunteer starts coaching.
- Forms will be updated by volunteers for every sport.

- Only the director and city manager will be allowed to handle background check results. These results will remain in a confidential file for use only by the director.

GROUNDINGS FOR DISMISSAL OF VOLUNTEER:

- Gross discrepancies between the filled out form and the results that come back from the background check.
- The director will carry out the Dismissal Notice.
- Disqualification Standards:
 - A. Sex Offenses – All felony sex offenses and all sex offenses involving minors regardless of time of offense.
 - B. Felonies – All felony violence – regardless of time of offense.
 - C. Misdemeanors:
 - * All Misdemeanors within the past 3 years.
 - * All misdemeanor drug offense in the past 5 years.
 - * Any other misdemeanors considered a danger to children.

SPORTS COACHES:

- The Recreation Department shall recruit and evaluate coaches for all athletic teams.
- Background checks will be conducted on all coaches. Background Checks revealing unlawful acts shall be reviewed with the director prior to a person being allowed to coach.
- Coaches shall be honest, fair, and of the highest quality.
- They shall not use tobacco, bad language, illegal drugs or alcohol while working with the recreation department.
- The department will furnish coaches with league and department rules and guidelines to follow.

EVALUATIONS / TEAM SELECTIONS:

All players are required to try out before being placed on a team, there will be no cuts.

- Head coaches and a recreation staff person will conduct the evaluations.
- Players who miss the evaluation or register late will be placed on a team with the lowest number of players.
- Following the evaluation a draft will be conducted and teams will be chosen as equal as possible. NO teams will be stacked!
- A waiting list will be established for players who sign up after the registration date. Only players on the waiting list can be added to a team.

ALL STAR SELECTIONS:

Team Participation; All Stars may be selected in all age groups 7-15. All Star Teams in all ages are eligible for any level of play as designated by the recreation department.

All Head Coaches may submit a list of players from their team. The coaches and a recreation staff person will then vote for the top 10 or 12 players. All unanimous votes will make the team. In case of a tie the head coach will chose the player that is to make the team.

ALL STAR HEAD COACH:

The Recreation Department will select the Head Coach. The decision will not be based on Won/Lost record. All coaches will be observed throughout the season. The head coach may pick his assistants, from the other teams head coaches if they are willing to assist, if not then he/she may chose assistant coaches.

CODE OF ETHICS FOR COACHES:

- I will conduct myself as to be a credit to the Bowdon Recreation Department. I will always us the ethical methods. I will teach all participants, and practice true sportsmanship at all times.
- I will always remember that the game is for the kids, not for me!
- I will maintain a good relationship with the recreation staff, parents, players and other coaches.
- I will treat all players equal, and not show favoritism toward any player.
- I will remember that all eyes are on me.
- I will not use drugs, alcohol, or tobacco at any time at the park.
- I will remember that all kids are not athletic some just want to be a part of the team.
- I will place the emotional and physical well being of players ahead of any personal desire to win.
- I will consider it a privilege to coach children.
- If any of the above code of ethics is violated, you will be automatically dismissed. We will enforce this code of ethics.

- Coach Signature: _____

