

EMMORTON RECREATION COUNCIL, INC

POLICIES AND PROCEDURES

APPROVED AND ADOPTED NOVEMBER 2014

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I. GEOGRAPHIC TERRITORY

- a. EAST – Interstate 95 from Route 152 to Route 136
- b. SOUTH – Winters Run through the Atkisson Reservoir to Ring Factory Road
- c. WEST - Ring Factory Road from Winters Run to Route 924
- d. NORTH – Route 924 from Ring Factory Road to Patterson Mill Road
 - i. Patterson Mill Road to Wheel Road
 - ii. Wheel Road to Route 136
 - iii. Route 136 to Interstate 95
- e. The following schools and sites are included:
 - i. Box Hill South fields
 - ii. William S James Elementary
 - iii. Ring Factory Elementary
 - iv. Abingdon Elementary
 - v. Emmorton Elementary
 - vi. Patterson Mill Middle/High School
 - vii. Mountain Road Park (Singer Field)
- f. Enforcement of these boundaries shall be at the discretion of ERCI.

II. ACTIVITIES of ERCI Programs

- a. Hardship cases will be accepted at the discretion of the program chair.
- b. Each program must provide End of Season Reports to the ERCI within 30 days of program conclusion. These reports include total registration, # of volunteers, and # of teams. Each program must be financially self-supporting and not dependent upon the general fund. Exceptions must be singular in nature and approved in advance by the executive board.

- c. Each Program must provide receipts and bills to the treasurer. Ensure that all monies are deposited to ERCI bank account only. No outside bank accounts may be used.
- d. Each Program must maintain financial records and balances with the ERCI treasurer.
- e. Each program must prepare and submit contracts to ERCI board for all independent contractors prior to beginning program.
- f. Chairpersons must approve time sheets for activities providing paid leaders prior to submitting them to the ERCI Treasurer.
- g. Each program must provide public relations. This includes submitting notices to ERCI secretary for inclusion in flyers distributed to schools.
- h. Each Program must maintain inventories of council equipment and submit listings to Executive Board within 30 days of the end of the program season.
- i. Each Program must conduct Registrations.
- j. Each Program must make recommendations regarding continuation of activity for the next season.
- k. Each program must have by-laws and policies and procedures approved by and on file with the ERCI board. The ERCI bylaws and policies and procedures will apply if the program does not have its own by-laws/rules or if program by-laws/rules conflict with the ERCI by-laws/policies and procedures.

Each Code of Conduct must include the following safe environment policies:

The program will be committed to a safe and fun environment for all players, volunteers, and visitors, free from harassment, intimidation, or bullying. "Harassment, Intimidation, or Bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- a. Physically harms a participant or participant's property*
- b. Has the effect of substantially interfering with a player's training, practice, or game*
- c. Is severe, persistent, or pervasive to the point that it creates an intimidating or threatening environment;*
- d. Has the effect of substantially disrupting the orderly operation of the team.*

Nothing in this policy requires the affected player to possess a characteristic that is a perceived basis for the harassment, intimidation or bullying, or other distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the actions(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the participant's or team's environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other recreational councils which

teams travel to for games.

Counseling, corrective discipline, and/or referral to law enforcement will be used to enforce these policies and remediate the impact on the victim. This includes a p p r o p r i a t e intervention(s), restoration of a positive climate, and supporting victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes a violation of this policy

- l. Each program must submit a list of current officers to the Executive Board and post to the program page on the ERCI website.
- m. Each program must submit a budget to the vice president for approval by ERCI no later than one month after last registration date or the 1st week of activity, whichever is earlier.
- n. Programs with over 100 participants:
 - i. Require an executive board consisting of chair, co- chair, secretary and treasurer.
 - ii. Must hold regular board meetings and keep minutes of such meetings. Minutes will be made available to the ERCI executive board upon request.
 - iii. Must have written by-laws and/or policies and procedures in place which are reviewed by the ERCI Executive board and approved by 2/3 of the voting members of that program. Programs which do not have these will automatically fall under the ERCI By-laws and Policies and Procedures
 - iv. Must attend monthly ERCI meetings. Absence from more than 2 meetings per calendar year will result in a \$50 fee being assessed to the program, for transfer to the general fund.
- o. Programs with less than 100 participants:
 - i. Require a chairperson. If no treasurer is designated, the ERCI Vice President will function as treasurer.
 - ii. Must attend monthly ERCI meetings. Absence from more than 2 meetings per calendar year will result in a \$50 fee being assessed to the program, for transfer to the general fund.
 - iii. Programs defined as camps: (a program where the duration of paid activity is less than 2 weeks
 - iv. Require that the program director work with the ERCI Vice President on financial matters.
 - v. Must attend ERCI meetings beginning with the month their program registration begins and ending with the month following the close of their program.
- p. All chairpersons must remain as impartial as possible so that any participation shall not hinder their ability to govern said program.
- q. Must have a documented procedure to determine age group delineation in place prior to registration.
- r. Ensure that all coaches, board members, and applicable volunteers submit to background checks as soon as possible after registration. Program chairs shall consider the following to ascertain if a volunteer should submit to a background check: financial responsibility, supervisory capacity over minors, program responsibility.
- s. Any items or equipment purchased by an ERCI program, reimbursed out of an ERCI program account or the ERCI General Fund are considered to be property of ERCI. Upon termination of the program or the departure of the individual who was reimbursed for

such item(s) or equipment, possession of such property will immediately revert to ERCI and shall be returned.

- t. Generally, youth activities have priority of facility use over adult activities, with the executive board having final decision in the event of conflicts. Additionally, scheduled activities will have precedence over singular events.

III. FINANCIAL

a. Books and Records

- i. Quick Books or any online or similar software shall be used
- ii. Users:
 - 1. Treasurer – full entry access
 - 2. Board member s– full viewing access
 - 3. Program Chairs – access to view programs only

b. Deposits

- i. Program chair or treasurer forwards deposit slips to treasurer for recording
- ii. Treasurer records the deposit to the ledger account of the program
- iii. Failure to identify deposits within 60 days of the close of a program season will result in a 10% penalty upon identification or revert to the general fund.
- iv. Deposits unclaimed after 12 months will revert to the general fund.
- v. Program Treasurers must ensure funds are deposited within 14 days of receipt.

c. Disbursements

- i. Must be requested by exec board member or program chair
- ii. Must use proper request format
- iii. Must include proper supporting documentation including description of line item to be charged
- iv. Capital expenses over \$500 – requires approval of exec board
- v. Any disbursements that will put a program into negative cash position will not be approved without exec board review and approval
- vi. Petty Cash requests require a voucher prior to the event.
- vii. Any Materials or equipment purchased by an ERCI activity will be considered property of ERCI and upon the termination of that activity will be turned over to the council. Purchase/Sale of equipment or material with a value of/or repurchase cost of any single item greater than \$500 is subject to ERCI approval.
- viii. All invoices shall be paid by check or council credit card. Any requests for reimbursement are subject to activity chairperson or executive board approval. All invoices shall be sent to the ERCI treasurer via regular mail, E-mail, leaving in the treasurer's mailbox at Emmorton Rec Center or presented at the monthly meetings.

- d. Each activity must submit in writing or verbally, not later than 60 days from the end of its activity year, justification to maintain any of its funds from one activity year to another.

- e. A Head and Insurance Tax in an amount as determined by the voting membership will

be charged to each program annually and transferred to the general fund.

- f. Capital improvements
 - i. Must be sponsored by the activity requesting the improvement
 - ii. Amounts over \$500 must be submitted to the vice president, reviewed and approved by the executive board.

- g. Reporting
 - i. General Fund
 - 1. Monthly – Balance Sheet, Income Statement
 - 2. Annual – 990
 - 3. Personal Property Tax Return
 - ii. Programs
 - 1. Monthly – Income Statement (when in season)

- h. Contractors
 - All independent contractors must have a written fixed price or cost-plus contract for services approved and on-file with the ERCI Executive Board.

- i. Contributions
 - All contributions to outside organizations or parties shall be first approved by the executive board.

- j. The purpose of the general fund is to finance new and existing programs when needed, to promote special events and activities for the benefit of the community and other miscellaneous items required for the operation of the council. (All single expenditures over \$500 must be approved by the executive board).

- k. All pay raises must be brought before the executive board for approval prior to being incorporated in a program budget.

- l. In keeping with existing practice and to protect our non-profit status, (all) Emmorton Recreation Funds shall (must) pass through the Emmorton Recreation Account General fund. (All) Funds collected by or payment via an ERC online method (e.g. website), shall pass through an ERC approved method(s). The ERC Executive board approves the methods and the Emmorton Recreation Council Treasurer maintains a list of approved sites.

IV. MEMBERS

- a. BACKGROUND CHECKS
 - i. Who
 - 1. All coaches, board members, paid instructors, program chairs over the age of 18
 - 2. Must complete prior to beginning of program season and such background check is good for 2 years
 - 3. Persons with financial responsibility (treasurers and program chairs)

must pass background check prior to program conducting registrations

- ii. ERCI President monitors list of approved applicants and forwards to program chairs
- iii. Secretary maintains list
- iv. Program chairs forward lists of all coaches to President for cross matching
- v. The ERC President will ensure that background check screening criteria meets or exceeds the current minimum standards as established by the Harford County Recreation Council Presidents Committee

b. REMOVAL

- i. Members who violate any of the ERCI rules and regulations or who fail to meet background check standards are subject to removal from their positions at the discretion of the ERC Program Chairperson or the ERCI President.
- ii. Any individual who does not feel they received fair and equitable treatment when they are suspended or removed from an ERCI program, may appeal to the Executive Board within 10 days from the date of the written decision.

The ERCI President shall decide whether or not a hearing is warranted and the President's decision shall be final.

If a hearing is deemed to be warranted, a three member panel shall be selected from the Executive Board and a hearing shall be scheduled at a time and place mutually convenient for all parties within 10 days of the receipt of the notification of the appeal. The members of the panel shall elect a chair who shall conduct the hearing and shall be non-voting except in the case of a tie, in which case they shall be the decisive vote.

While time is of the essence in resolving any dispute, it may not be possible to meet the time limits prescribed. Therefore the time limits expressed here may be extended by mutual agreement of the parties, expressed in writing and signed and dated by both parties.

In conducting the hearing, the panel shall have the authority to call for any evidence, written or oral; and the parties affected shall be afforded a full opportunity to present any evidence; written or oral, which may be pertinent to the complaint. The Chairman may set time limit guidelines for the hearing.

A decision shall be issued within ten working days of the close of the hearing and may be issued without opinion. The decision of the panel is binding on all parties at the time of the decision and may be enforced by any court of competent jurisdiction.

Any disciplinary action taken by one ERCI program against a volunteer, parent, coach or spectator will be binding on not only all ERCI programs, but to all Harford County Recreation Programs as well.

V. ONLINE POLICIES

a. SCOPE

- i. The requirements listed below apply to (all) online content generated and maintained for ERC and ERC Programs. Online content includes, but is not limited to, the ERC web site, Facebook, Twitter, Instagram, email, You Tube, and Google +.

b. DEFINITIONS

- i. Objectionable Material – any item that
 1. discloses a legal minor’s personally identifiable information (e.g. address, phone number, email accounts, etc.),
 2. portrays the ERCI in a negative way,
 3. creates a negative portrayal of an ERCI member, officer, program or program participant, or volunteer, or
 4. creates a negative portrayal of a Harford County Parks Employee or Elected Official.

c. RESPONSIBILITIES

- i. ERC Program Chairpersons hold sole responsibility for control of their online accounts.
- ii. If an ERC Program Chairperson delegates responsibility for maintaining online information, the ERC Program Chairperson is still accountable for online content.
- iii. Regardless of the person maintaining online information, the ERC Program Chairperson ensures compliance with this policy.
- iv. In their capacity as overseer of day to day transactions of ERCI, the Vice President shall monitor all online activities and work with the program chairs and website manager to ensure that no objectionable material is posted.
- v. If a program maintains online information in a location other than the ERCI website, the Program Chairperson shall provide administrative access to the online content to the ERCI President. When requested, at the direction of the ERCI President, or termination of an ERCI program, control of non-ERC online content shall be turned over to the ERCI President, deleted or remove all references to Emmorton Recreation.

d. ONLINE CONTENT

- i. ERCI online communications exist to promote the ERCI and ERCI programs. Therefore online content shall portray the ERCI and ERCI Programs in a positive light.
- ii. Program Chairpersons hold responsibility for online content for their programs.
- iii. Links to sponsors or other organizations that do not pass all transactions through the ERC approved methods shall clearly indicate that these organizations are not part of the ERC and shall not reference the ERC or ERC program when displayed.
- iv. If the ERCI President finds online content objectionable material, the Program Chairperson shall take immediate action to remove objectionable material and actions to ensure that the problem does not recur.
- v. Program Chairpersons are not accountable for the independent comments and content produced by persons beyond their control. With respect to program

activity, Program Chairpersons have control over Coaches, referees/umpires, Program Board Members and others. Program Chairpersons shall inform all persons acting in an official capacity of a program to comply with this policy.

- vi. Online services in some cases allow independent comments from non ERCI members. In these cases, every attempt shall be made to limit or restrict comments. In the event that independent comments are possible, the Program Chairperson shall monitor these comments on a weekly basis (minimum) and delete objectionable material. If objectionable material cannot be controlled, the Program Chairperson shall delete or shut down the account.
- vii. The Emmorton Recreation website (www.emmortonrec.com) is the primary source for online ERCI information. If a program develops or maintains online information in a location other than the ERC web site, the ERC web site shall include a link or reference to these sites. All outside websites or pages (programs or teams) must be reviewed and approved by the ERCI Executive Board prior to being linked.
- viii. When generating online information on sites not controlled by the ERCI or an ERCI Program, members shall conform to the same standards as those when using ERC controlled mediums. Where practicable, online content shall refer back to the ERC web site.

VII SEXUAL MISCONDUCT STATEMENT

It is every member's responsibility to promptly report any incident regarding sexual misconduct. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. This is separate from the requirements of any local law enforcement or related state agency, which must also be strictly adhered to.

Reports of sexual misconduct shall be made to the ERCI Executive Committee President. The ERCI shall immediately investigate and take all necessary action including, but not limited to, suspension from the ERCI and reporting the incident to the authorities.