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**POLICY NO. 67**

**BARRINGTON MUNICIPAL RECREATION DEPARTMENT POLICY**

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**1. RECREATION DEPARTMENT**

It shall be the goal and objective of the Recreation Director and Recreation Department Staff to:

1. Coordinate and promote recreational activities.
2. Promote cooperative scheduling of events and programs.
3. Coordinate with other municipal organizations, public services, and agencies to provide for cooperative planning of facilities and for the implementation and operation of programs.
4. Encourage all organizations within the Municipality to support and participate in recreational activities.
5. Promote and encourage good, constructive leisure time activities for all citizens, to determine and express the needs of the community and devise programs to meet these needs.
6. Evaluate existing community programs and recommend changes where deemed necessary.
7. Interpret the community recreation programs to the public through group communications and public relations.
8. Offer assistance to all agencies and organizations in the community.
9. Encourage existing organizations or establish new ones to operate new and needed programs.
10. Maintain high standards of recreation leadership thus a high quality of programs and services.
11. Administer all recreational facilities under the jurisdiction of the department.
12. Make recommendations to the Clerk-Treasurer regarding improving the areas of facilities, programs, equipment and leadership development opportunities within the community.

13. Draw up a master plan and keep the master plan updated which would include programming, facilities and services.
14. The Recreation Department shall hire the appropriate staff when deemed necessary in the summertime, to offer programs throughout the summer for the different areas of the municipality. Hiring shall be done in accordance with Policy 39 "Hiring Policy".
15. Promote and encourage cooperation between the Municipality of Barrington and the Town of Clark's Harbour in the planning, implementation and operation of programs and facilities for the benefit of all residents of both the municipal units.
16. Strive to offer a variety of programs and services accessible to all community members.
17. To promote social and non physical activities as part of the total recreational idea and use of leisure time.
18. Assist groups within the municipality to secure financial funding through whatever grants are available across the province.
19. To provide minor administration factors to groups, if needed, such as photocopying and ordering items.
20. Operate as an information resource centre for any groups or organizations within the municipality.
21. To bring forth the Recreation Department's services and to generate an awareness of the Recreation Department and its service that are available to the different groups and people of the municipality.
22. To evaluate all activities being offered by the Recreation Department and where necessary, to upgrade these activities and initiate new activities as required by the community.
23. To implement policies of Municipal Council.
24. Assist in the preparation of policies and guidelines to be followed for recreation.

## **2. TRAINING**

1. The Barrington Municipal Recreation Department shall be responsible for the training of

its summer staff and will provide a suitable and adequate pre summer training session, the cost of which is the responsibility of the department.

2. The Recreation Director will adequately keep abreast of the up-to-date trends and ideas which have been determined as pertinent to what is going on in the area. It will be the Recreation Director's responsibility to determine the required training and needs to fulfill the Recreation Director's duties and responsibilities. It will also be the Director's responsibility to find proper and suitable training required to meet the needs.
3. Instructors who are offering programs directly for the Recreation Department and who require training may receive financial support from the Recreation Department **if** an agreement has been made in advance of the training session with the Recreation Director.
4. Instructors who are offering programs indirectly for the Recreation Department are responsible for their own training **BUT** may receive financial support from the department under special circumstances and in agreement with the Recreation Director prior to the training event.

### **3. MILEAGE**

1. Mileage will be provided on agreement with the Recreation Director at the approved rate for the department for the following:
  1. Instructor to travel to and from a program which they are teaching.
  2. Instructor being sent for further upgrading of qualifications **if** they are to teach for the Barrington Municipal Recreation Department.
  3. Travel by employed staff after they have reached their place of work for that day or week and which is related directly to business for the Barrington Municipal Recreation Department.

### **4. PROGRAM REFUND**

1. If a program is cancelled by the Recreation Department, then all money received for the program will be refunded.
2. If a person withdraws from a program at least one (1) week in advance of the program's start date, then all money received will be refunded.

3. If a person withdraws from a program less than one (1) week of the program starting, then an administration fee of 25% or \$5.00 minimum will be charged.
4. If a person does not show up for the program on the day it is supposed to happen without notifying the Recreation Department, then the program fee is non refundable.
5. If a program activity or event is being offered which depends on having a certain number registered to financially break even, then a refund will not be given if an individual withdraws after the decision has been made to continue with program activity or event.
6. There are some circumstances not covered in these policies which will be dealt with on an individual basis by the Recreation Director in consultation with the Clerk-Treasurer.

## **5. PRESCRIPTION DRUGS AND MEDICATIONS**

1. Municipal employees shall not be permitted to dispense or administer prescription drugs or medications to participants in any Municipal Recreation or other programs. Employees shall also not be permitted to dispense or administer “over-the-counter” medications such as aspirin, tylenol, anti-histamines, etc.
2. Only a parent, guardian or other person (with written authority from the child’s parent(s) or legal guardian) may personally administer drugs or medications to their children while their children are participating in a municipal program.

## **6. PARTICIPATION IN PROGRAMS BY CHILDREN WITH DISABILITIES**

1. It shall be the policy of the Municipality of Barrington to encourage children with disabilities to participate in recreational programs provided that a parent or other person (with written authority from the child’s parent(s) or legal guardian) shall accompany the child at all times and shall accept responsibility for assisting such child at all times while the child participates in a municipal program. The parent or other person shall be required to read and sign the “Consent and Release from Liability” prior to participating in any recreational program.

## **7. SUN SAFETY**

1. For the purpose of providing a sun safety environment for our participants and staff, it is the policy of the Barrington Municipal Recreation Department that staff will take

measures to protect program participants and themselves against the harmful effect of the sun.

This is important because Skin cancer is the most preventable form of cancer. Skin cancer is linked to sun exposure in youth and is preventable. As staff and participants often spend time outdoors during recreation programming, the Municipality of Barrington should work with staff, parents and participants to protect their future health by educating them about protecting their skin and adopting sun safe behaviours while outdoors. It is not the intent of this policy that the Barrington Municipal Recreation Department eliminates outdoor activities, but rather to support them in a proactive, sun safe manner.

2. It shall therefore be the responsibility of Program and Aquatic Co-ordinators to:
  1. Provide staff with a t-shirt and hat as part of their summer uniform.
  2. Remind staff when wearing their hats to apply sun screen to their ears and back of their necks.
  3. Provide training and orientation to those staff that will spend a significant amount of time outdoors.
  4. Ensure the sun screen is included in all first aid kits.
  5. Include an information letter about the policy with registration materials to parents, making them aware of our policy and encouraging them to follow the policy.
  6. Include sun safety information in summer program brochure.
  7. Promote the policy and sun safety information on the municipal website and on any other promotional tools available.
  8. Award staff and participants for their sun safety efforts through recognition and praise.
3. It shall be the responsibility of Program Staff to:
  1. Post the UV index daily at program sites.
  2. Ensure adequate shade is provided for program participants and themselves. This can be accomplished through the provision of umbrellas or shade tents.
  3. Post sun safety signage at our program sites.
  4. Make staff knowledgeable about symptoms of dehydration. Have a water supply at all programs, where physical activities are involved.

5. Become sun safety ambassadors during all programs, by wearing your hat, t-shirt, applying sun screen when appropriate, etc. Set a good example, if you practice sensible sun habits, the participants in your care will too.
4. During programs, outings and special events staff shall:
  1. Provide developmentally appropriate, accurate information and activities about the practice of sun safety where and when appropriate in programs.
  2. Make reasonable effort to the extent that it is possible to see that sun screen is applied on all program participants 30 minutes before going outside. Once outside, staff should, to the extent that it is possible, make a reasonable effort to see that sun screen is reapplied, if in their opinion it is necessary.
5. Sun Screen Application:
  1. The Municipality of Barrington will provide non-scented hypoallergenic sun screen for its staff members and participants.
  2. Staff will supervise the application of sun screen among program participants. A child may pair up with a buddy for the application of the sun screen.
  3. Staff shall obtain authorization from parents and/or guardians to apply sun screen on participants who are unable to apply their own sun screen.
  4. The application of sun screen shall take place in public, open areas, with two or more staff members presents.
  5. Staff shall make parents/guardians aware that staff will make the sun screen available to the participants, but they will be responsible for applying the sun screen on their arms, ears, etc. Parents/guardians can assist the staff by practicing the skill at home.
  6. Communicate to parents/guardians that they are to apply a liberal amount of sun screen on the child before arriving at the program.

## **8. EQUIPMENT**

1. Equipment which is the property of the Barrington Municipal Recreation Department may be loaned out **if**:
  1. it has been agreed upon by the Recreation Director;

2. the party is responsible for replacement or repairs in the event of loss or damage while on loan; and
3. an agreed arrangement has been reached for its return.
2. Equipment which has been purchased by an organization in the municipality with funds from the Barrington Municipal Recreation Department or funds from a grant which was secured with the help of the Recreation Department will become the property of the said Recreation Department if the organization is disbanded and no longer operating. This equipment will be used to revive the program in the future.
3. Equipment which falls into disrepair and/or worn out will be replaced providing the program is to continue in the future and the equipment is deemed necessary.
4. All equipment shall be subject to inventory control and put in the computer system. Deletion shall only be by written authorization with reason stated.

**9. MUNICIPAL FIELDS**

1. This policy governs the following fields:
  - Woods Harbour Ball Field, Woods Harbour
  - Creamer Atwood Ball Field, Barrington
  - Sherose Island Ball Field, Sherose Island
  - South Side Ball Field, Centreville
  - Richard Swaine Track and Field, Barrington Passage
2. Pre-Season Meeting: A pre-season meeting will be held by the Recreation Department. A representative from all teams using the municipally owned fields will be required to attend. Each team will be given an evening to play their home games, on each of the fields. They will be told what the Recreation Department is responsible for, as well as what each team is responsible for. (see list below)

Before the pre-season meeting with users, the Recreation Department will contact the Barrington Volunteer Fire Department, asking for the date of their annual car show. This date will be entered in the master schedule before any games.

3. To book a field: All bookings must be made through the Barrington Municipal Recreation Department by calling 637-2903, during office hours, 8:00 am to 4:30 pm.
4. Season Booking: All leagues will be responsible for their own league schedule. Once schedules are completed, they will be provided to the Recreation Department, so the games can be written in the master field schedule.
5. Rain out dates: Rain cancellations will be accommodated as ball field booking schedules permits. Team must reschedule their game through the Recreation Department.
6. User fees: The Barrington Municipal Recreation Department will charge all adult teams (ie. adult lloball, baseball, soccer teams) using any of the ball and the soccer fields the following rate for a season: \$100. The fee will be payable to the Recreation Department, by June 15.

Teams using the Creamer Atwood ball field will be charged for evening games that require the use of the lights. A rate of \$20 per game will be charged. The home team will be responsible for paying the fee. The Recreation Department will monitor the teams who are using the Creamer Atwood ball field for evening games. The Recreation Department will bill the teams on a weekly basis for the use of the lights. If evening games are cancelled, it is the responsibility of the home team to notify the Recreation Department, therefore the team will not be charged for that cancelled game.

Tournament fees: A fee of \$50.00 will be charged per field used, to the organizing team or the individual organizing the event.

7. Loss of field privileges: Any teams with unpaid bills, causes damage or does not comply with the list of responsibilities, will risk losing field privilege. The Recreation Director will deal with any complaints in a discretionary manner.
8. Exemption from user fees: The following teams, individuals, associations will be exempt from paying user fees: minor sport programs and programs organized through the Barrington Recreation Department, minor baseball associations, minor soccer associations, church youth groups, Special Olympics groups, High School teams, any group of individuals who do not belong to any league or association, but want to use a field for a 'pick up game' once in a while.
9. Responsibilities of Teams for the fields:
  1. Supply their own lime
  2. Line and set up field for games

3. If dragging a field that has inserted base receptacle (ie. Sherose Island), please do not drag them out of their locations. Please make sure the caps are on at all times.
4. Clean out dugouts after all games
5. Put garbage in supplied garbage containers
6. Report any needed repairs to the Recreation Director
7. Supply team schedule to the Recreation Director
8. Re-schedule any games with the Recreation Director

10. Responsibilities of the Municipality for the fields:

1. Supply garbage containers
2. Empty garbage containers on a regular basis
3. Mow fields on a regular basis
4. Repair reported necessary repairs
5. Do ground maintenance where necessary
6. Prepare fields for use in the spring
7. Prepare fields in late fall for winter
8. Book all league games, practices and other users of all fields

**Clerk's Annotation of Official Policy Book**

Date of Notice to Council Members: April 22, 2013  
Date of Passage of Policy: May 27, 2013

I certify that this Policy was adopted by Council as indicated above.

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Clerk

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Date

