

## **3004 RECREATION DEPARTMENT**

### **A. STATEMENT OF PURPOSE**

The Anderson Valley Community Services District's (AVCSD) Recreation Department facilitates recreation activities in the Anderson Valley.

### **B. RECREATION DEPARTMENT ORGANIZATIONAL STRUCTURE**

The Recreation Department acts through the Recreation Committee. The Recreation Committee is a standing committee of the AVCSD and as such its meetings are open to the public. The Recreation Committee assists the General Manager of the AVCSD in the management of all recreational classes and events sponsored by the Recreation Department.

#### **1. Recreation Committee**

a. **Composition:** The Recreation Committee meetings are open to the public. The Committee shall consist of seven voting members:

(1) One member of the AVCSD Board of Directors, who will act as a Liaison between the Committee and the AVCSD Board. (This member is appointed by the AVCSD Chairperson and ratified by the AVCSD Board);

(2) Six members from the public-at-large.

(3) A Teen Center representative will attend meetings as a non-voting member.

The Committee will have two officers, a Chairperson and a Secretary. Members of the Committee serve for a one-year term. Motions must be approved by a majority vote.

b. **Appointments reviewed by the AVCSD Board.** At the January AVCSD Board meeting, the Recreation Committee will submit a list of appointees to the Recreation Committee for the current year. The AVCSD Board of Directors approves the voting members of the Recreation Committee.

c. **Scheduling of Recreation Meetings and Agenda.** A regular meeting time and place shall be set by the Committee and announced annually by the AVCSD. An agenda for each meeting shall be posted at least 72-hours prior to the meeting in three public places, one of which will be the AVCSD office, located at the Fire Department in Boonville, CA. Members of the public may submit an item for the Recreation Committee agenda by submitting their request, in writing (including e-mail) to the Chairperson of the Committee five business days prior to the Recreation Committee meeting. Special meetings will be announced as required by law. Minutes of action(s) taken at the Recreation Committee meetings will be kept and furnished to the AVCSD office for filing. Recreation Committee meeting minutes must be submitted at least 5 days prior to the next AVCSD Board meeting.

d. **Duties of the Recreation Committee.** The duties of the Recreation Committee include, but are not limited to:

- Recommending a budget, fees and regulations for a recreation program, classes, and events with the District.
- Developing and recommending plans and priorities for recreation facilities and programs .
- Assisting and supporting members of the community in organizing, and implementing classes and events.

- Encouraging community support for recreation programs within the District.
- Developing standards for any scholarships offered for classes or activities.
- Report to the AVCS D Board all activities, planned and past.

## **C. RECREATION COMMITTEE SPONSORSHIP OF A CLASS/EVENT**

### **1. Class/Event Approval Process**

Recreation Committee Approval -- A "Class/Event Proposal", including budget, must be submitted, reviewed and approved by the Recreation Committee in a timely manner. The sponsor or a representative of the sponsor of the event must be present at the Recreation Committee meeting to explain and answer questions about the class or event. The Recreation Committee has the authority to approve classes and events, provided all of the following requirements are met:

- class/event is budget neutral, or the funds to cover it amount to no more than 25% of the balance of the operating account
- fingerprint clearances or background checks obtained, if required
- sufficient ratio of chaperones to students, if applicable
- safety concerns and their mitigation have been addressed
- proposal is submitted to the General Manager at least 1 week before the planned event

### **2. Class/Event Prerequisites**

a. Participation in any class/event must be open to all Anderson Valley residents who qualify according to the class/event description. The Recreation Department will not sponsor any class/event, or group, that in any way discriminates on the basis of race, gender, sexual orientation, national origin, religion or any other protected class.

b. All class descriptions, budgets, advertising and instructors must be approved by the Recreation Committee prior to the class/event. Any subsequent changes must be discussed with a member of the Recreation Committee, who will decide if they need approval from the Recreation Committee.

c. The Recreation Committee will appoint one of its members to monitor the class and ensure that all procedures are followed.

d. Any financial liability, occurring as a result of failure to adhere to AVCS D policies and procedures, may become the responsibility of the Recreation Department.

### **3. Instructors/Responsible Adult**

a. Each class/event must have an instructor/responsible adult approved by the Recreation Committee in charge of the event/class. An instructor/responsible adult must be at least 18 years of age.

b. An instructor or responsible adult is an independent contractor, and not an employee of the District. An independent contractor is ineligible for Workers' Compensation Insurance.

c. Class(es) for children under 15 years of age must have a minimum of two responsible adults present at all times.

d. If minors are participating in a class/event and are unaccompanied by a parent, the instructor/responsible adult must submit, and receive clearance for their fingerprints from the

California Department of Justice. The individual must submit proof of Livescan fingerprints to the AVCSD at least two weeks prior to the class/event.

The Recreation Department's annual budget includes funds to cover the cost of fingerprinting for up to 4 individuals.

A person who has been fingerprinted for another local entity (i.e., AV Unified School District) may submit a written and signed request to the AVCSD General Manager to have their fingerprint clearance from the other entity utilized for the current AVCSD Recreation class/event. Parents, grandparents or an older sibling who are assisting in a class where their (grand)child/sibling is present are not required to submit fingerprints.

e. Duties of the Instructor/Responsible Adult include, but are not limited to:

(1) Ensuring that safety is a priority for all participants, but minor participants in particular;  
(2) Model appropriate behavior at all times during the class/event, and apply good judgment;  
(3) Providing supervision to chaperone(s)/assistant(s) and ensuring their appropriate behavior and good judgment;

(4) Ensuring that the class description and budget for the class/event is accurate and submitted in a timely manner to the Recreation Committee and to the General Manager

(5) Ensuring the budget for the class/event is either cost-neutral (i.e., pays for itself), or that additional funding is secured to sponsor the class/event;

(6) Ensuring that all class participants are properly registered for the class/event, and that all participants or the parent or guardian of a minor participant (those under 18 years of age) have signed the "Assumption of Risk/Consent for Medical Treatment Form";

(7) Ensuring the "Assumption of Risk/Consent for Medical Treatment Forms" are filled out by the first class/event. The instructor must keep the original form during the class/event to secure medical treatment if needed;

(8) Ensuring that the proper numbers of chaperones are present at all times, and fingerprints have been submitted in a timely manner;

(9) Ensuring that the request for use of non-AVCSD space/facility is submitted in a timely manner to the third-party, and all requirements of the third-party are met (including liability insurance);

(10) Remaining at the class site until all children have departed. The parents of any child left at the class site for more than 10 minutes after the end of the class may be charged a late fee. At the discretion of the instructor/responsible adult, a child who is left at the site for more than 10 minutes more than once may be excluded from future participation in class and shall forfeit their class fee;

(11) The instructor is authorized to expel, without refund, a disruptive class participant, if the instructor has given at least one verbal warning to the participant, and, in the case of a child, at least one verbal warning to the child's parent/guardian. The instructor is authorized to immediately expel, without refund or prior warning a participant who is violent, or threatens violence to themselves or other; and

(12) Ensuring all fees are collected from participants in a timely manner.

(13) Complete and submit a Post Event Summary Form (att. D) to the General Manager within 1 week of the event.

#### **4. Use of Non-AVCSD Facilities for Recreation Class/Events**

a. If school facilities will be requested for use, the responsible adult must complete and deliver a "Facility Use Request" form to the Anderson Valley Unified School District after the Recreation Committee and the General Manager have approved of the class/event. A copy of the "Facility Use Request" must be submitted to the AVCSD General Manager.

b. The instructor/responsible adult is responsible for ensuring all insurance requirements are met for the facility, and all costs associated with necessary insurance coverage are defined in the class/event budget.

c. Neither the Recreation Department nor the AVCSD will be responsible for any costs incurred for rental of facilities or for costs of any damages incurred to facilities during a class/event. Rental fees will be borne by the group or instructor using the facilities. In the case of accidental damage or vandalism, any costs incurred will be the responsibility of the individual(s) or the parents of the minor responsible for the damage.

d. The instructor is responsible for leaving the room/facility where the activity/class/event was held in the same (or better) condition in which it was found. The instructor is also responsible for the behavior of those registered in the class and for ensuring that no vandalism or damages occur to the facility or others.

#### **5. Fees**

a. Fees for classes/events sponsored by the Recreation Department will be based on the following criteria:

(1) A completed Budget Form must be submitted to the Recreation Committee;

(2) The Budget must identify the source of all income for the class/event, including scholarships and donations;

(3) The Budget must identify all expenses, such as instructor expense, cost of materials, fingerprint clearances, insurance costs, facility rental, transportation, event tickets, etc.;

(4) The Budget must identify the amount of Registration Fee to be collected. A registration fee covers the AVCSD's expenses and insurance cost. The registration fee for a class or event may be:

- A daily rate or a per-person rate;
- A flat fee for longer or continuing classes/events;
- A flat fee for large events; or
- A voluntary donation

(5) The Class Proposal must define to what extent AVCSD resources will be utilized extensively for bookkeeping for the class or event.

(6) The Recreation Committee favors cost-neutral recreational classes/events.

b. Fees may be waived at the discretion of the Recreation Committee if they agree that such action would be in the best interest of the public.

c. The instructor/responsible adult will collect fees for the class. Fees will be due in total after the event or the first class meeting. The fees collected will be delivered to the General Manager of the AVCSD after the event/first class.

d. Fees for on-going classes will be collected at the beginning of each semester.

e. Classes will only be offered if enough participants to financially support the class are registered prior to or at the first class, or at the discretion of an instructor who is willing to accept a lower salary in order to offer the class. The minimum number of participants may vary from class to class. Both the class fee and the minimum number of participants will be determined before the

class is publicized. The instructor will not be paid for any preparation time prior to the first class meeting in the event that there are not enough class participants. In the event that there are not enough participants to continue the class after the first meeting, the AVCS D does not guarantee payment to the instructor for the one class taught.

## **6. Scholarships**

a. Scholarships are rarely funded by the Recreation Department and if offered, are generally supported with funds generated by the class.

b. If scholarships are provided they will be in accordance with the standards developed by the Recreation Committee. Recipients will be recommended by the instructor and awarded by the Recreation Committee. Scholarships over \$250 must be approved by the AVCS D Board of Directors.

## **7. Publicity for Recreation Class/Event**

a. The instructor/responsible adult will be responsible for publicity in the local newspaper and flyers or poster. Spanish translations of advertisements will be made and posted when appropriate. If a group of classes is being offered at the same time, the Recreation Department will make an effort to print a schedule of classes and distribute it through the school and at other public distribution places.

## **ATTACHMENTS RECREATION DEPARTMENT FORMS**

### **A. Class/Event Proposal and Budget**

### **B. Assumption of Risk/Consent for Medical Treatment**

### **C. Third-Party Facility Use Request: 1) AVUSD; 2) Grange; and 3) Fairgrounds**

### **D. Post Event Summary Form**