

# Ansonia Recreation Program Compliance Policy

## January 3, 2017

### PURPOSE AND INTENT

It is the purpose of this policy to ensure that the City of Ansonia's (COA) resources (e.g. operating capital; use of COA parks, buildings, facilities and spaces; equipment; and services provided by COA departments and/or contractors) are used for purposes that are consistent with Ansonia's Recreational Goals and Objectives as defined and supervised by Ansonia's Recreation Commission (ARC) and described herein.

It is therefore established that the COA may, for its own benefit and at its own discretion, choose to provide assistance in various forms to independently operated recreational programs such that these assisted programs may operate and provide recreational services to COA residents under condition that these policies be respected and enforced.

It is not the intention of this policy to provide instruction on how each program is to operate or to provide governance of their operation, but rather to ensure that each program is operated in a manner that complies with the ARC's operating principles, goals and objectives.

### APPLICABLE PROGRAMS

It is the intention of this policy to apply to all recreational programs which seek to benefit from assistance provided to it by the COA and which operate on a recurring, or defined-term, or one-time basis.

### APPLICATION AND APPROVAL PROCESS

Any program that seeks such assistance shall apply to the Recreation Director using the forms and in the format specified by the ARC. The application must be submitted in advance of the COA budgeting period and early enough so that the application may be reviewed and approved by the ARC prior to the program's use and benefit of requested assistance. Applications for use of and benefit from COA resources and assistance shall not be considered approved unless explicitly documented by the ARC.

Such approvals may be revoked AT ANY TIME if, at the exclusive discretion of the ARC, there has been misrepresentation or a failure to comply with these policies.

### ARC GOALS AND OBJECTIVES

The ARC establishes its goals and objectives as summarized below.

- 1) The safety and security of all program participants shall be reasonably ensured.
- 2) All program participants shall be reasonably protected from threats, intimidation and bullying.
- 3) The program shall be operated in a cost efficient and fiscally responsible manner.
- 4) All qualifying and eligible participants shall be provided equal access to participation.
- 5) All program participants shall be treated with respect and in a professional manner.
- 6) The program shall communicate candidly and in timely fashion with all program participants.
- 7) All program business shall be conducted in an ethical manner.
- 8) All COA property shall be treated with care and shall be reasonably protected from damage.
- 9) Local, state and federal policies, ordinances and laws shall be observed and reasonably enforced.
- 10) The practice or appearance of bias or discrimination based on gender/identity, age, religion, or race shall not be allowed.

## COMPLIANCE ASSURANCE AND OVERSIGHT

It is understood that each program is operated independently from the COA, and that the COA may, at its discretion, elect to provide certain resources and/or assistance to the program with the intent of enabling the program to operate in a more efficient and affordable manner than it otherwise may without the COA's assistance. It is further understood that as a condition of such assistance that the COA may stipulate certain terms and conditions that the program is required to comply with. Therefore, the program's managing body agrees to comply with these conditions or else acknowledges that the COA may withhold or cease providing further assistance. If it is discovered that the program knowingly misrepresented its compliance, or intent to comply, with the COA's policies, then the COA may require compensation and/or return of such assistance and the program shall promptly comply.

The COA has appointed the Ansonia Recreation Commission (ARC) as the agency by which these policies and conditions shall be communicated, supervised, enforced and audited through.

### I. Recreation Director

The Ansonia Recreation Director shall be the primary interface to the programs on day-to-day operational needs, issues and planning. It is the role of the Recreation Director to manage all COA owned facility and equipment use privileges, scheduling and to manage access control.

### II. ARC Appointed Program Liaisons

The ARC may appoint a liaison or liaisons to interface with the program's governing body on an as-needed basis. It is the role of the Liaison to represent the interests of the ARC and the COA and to assist the program's governing body in understanding and complying with the ARC's policies and shall be consulted in cases of policy conflict resolution and policy deviations.

### III. Ansonia Recreation Commission

The ARC shall be the deciding body on whether the assistance and resources that were applied for shall be granted or denied or revoked, the terms and conditions of such approval as well as provide special approval to deviate from applicable policies.

## CONFLICTING REQUIREMENTS

Should a conflict occur between the recreational program's or any of its affiliated organization's requirements and the compliance requirements of this policy, then it shall become the responsibility of the recreational program to identify such conflicts to the ARC and to facilitate a resolution of the conflict(s). The recreational program may request a deviation of the ARC's compliance requirements in its effort to resolve such conflict(s). The ARC shall solely decide if, when and how such deviations will be permitted and granted.

## OPERATING REQUIREMENTS

### I. Operating Procedures and/or By-Laws

The program's Operating Procedures and/or By-Laws shall be documented and maintained and shall conform to the following requirements and/or shall address each of the following topics:

- 1) Publication: The program's Operating Procedures and/or By-Laws shall be documented and;
  - a) Provided to the ARC at the start of each fiscal/seasonal period and updated as amended, and
  - b) Made available to the public upon request.
- 2) Objectives: In addition to any objectives that the program may deem appropriate, it shall also include in its defined objectives all the Goals and Objectives defined in this policy.
- 3) Organizational Structure:
  - a) Governing structure shall be defined (Board of Directors, divisional leaders, coaches, assistants, managers, to include all formal positions)
  - b) The roles and responsibilities of each position shall be stated.
  - c) Divisional structure shall be defined (age, gender, skill, ...). Each division shall be characterized by one or more of the following definitions:
    - i) Instructional: Provides instruction and guidance to the qualifying participants to develop the skills, techniques and strategies necessary to become familiar and proficient with the subject/activity.
    - ii) Inclusive: Provides the opportunity for the qualifying participants to participate in the activity whereas participation is emphasized over competitiveness. There are no selections or "tryouts" conducted to determine qualification for participation, however selections and tryouts may be conducted to determine appropriate participant placement within the program.
    - iii) Exclusive: Participants are selected for participation through a tryout or selection process and where participation may be inequitable. Participation may be denied to applicants that fail to meet defined criteria.
  - d) Participant Assignments:
    - i) Recruiting – *how will participants be solicited? How will positions be advertised and announced?*
    - ii) Selection and approval process – *how will positions be assigned/filled? How will competing applicants be evaluated and selected?*
    - iii) Fit for Participation: *how will adult security background checks be conducted, reviewed and addressed?*

- iv) All advertisements of any form that are intended to benefit from COA facilities, resources, personnel or services must first be approved by the Recreation Director. As examples; printed fliers to be distributed through the public school system, notices that are promoted through the COA websites, and signage that is to be displayed on COA property.
- 4) Meetings
- a) Meeting structure
    - i) Shall be orderly – *what meeting rules shall be used?*
    - ii) Shall permit public comments
  - b) Meeting frequency shall be as often as is necessary, but no less often than once per calendar quarter
  - c) Meeting notices
    - i) *How will meeting schedules be publicized?*
    - ii) Meetings shall be announced publicly at least 48 hours in advance of the scheduled meeting start time unless the meeting is of an urgent nature and the minimum notice cannot be reasonably accommodated.
    - iii) Meetings shall be open to the public.
    - iv) A reasonable effort shall be made to permit the public to speak at each meeting.
  - d) Meeting minutes shall be published and made available to the public.
  - e) All public concerns which are presented at the program meeting in writing shall be published with the submitter's permission.
- 5) Financial Accounting:
- a) A financial accounting policy shall be defined.
  - b) No less than two (2) program officials shall attest to the accuracy and integrity of each financial statement and report.
- 6) Rules and Regulations:
- a) Program rules and regulations shall be clearly documented and made reasonably available to each program participant.
- 7) A grievances and appeals process shall be defined and followed.
- 8) Fundraising policies shall be defined and followed.
- 9) Scholarships/Financial Hardship policies shall be defined and followed.
- 10) Program affiliations with other organizations shall be defined and described.
- 11) Member Participation
- a) All program participants shall be properly documented and their roles, duties and responsibilities shall be clearly defined.
  - b) All policies that are applied to program participation shall be executed and enforced consistently and without bias or preference.
  - c) The program shall ensure that its policies, rules and regulations, roles and responsibilities, and code of conduct are clearly defined and that all applicable program participants are reasonably informed, educated and understanding of each.
  - d) The program shall be responsible to reasonably ensure that all such policies, rules and regulations and code of conduct are respected and conformed with by each participant.
- 12) Disciplinary Policies and Procedures:
- a) The program shall appoint a Disciplinary Coordinator who shall oversee the application and judgement of disciplinary policies and procedures.
  - b) In instances where the program's policies, rules and regulations and code of conduct are not followed by a participant or group of participants, the program shall conduct a formal review of the alleged infractions.

- c) The review shall be documented.
- d) The Recreation Director shall be included in the review process. The ARC appointed Liaison shall be invited to the review process for the purpose of observing the review process.
- e) Such review shall include reasonably available evidence and witness testimony.
- f) The alleged violator shall be permitted to provide contrary evidence and witness testimony.
- g) The program appointed Disciplinary Coordinator shall make a recommendation of corrective action to be taken.
- h) The Recreation Director shall be informed of all infractions within 24 hours of their occurrence. All associated reviews, documented reports, and recommendations shall be reported to the ARC as soon as convenient but not later than the ARC's next regularly scheduled meeting.
- i) Any complaint raised to the ARC against a program participant will be referred to the program for investigation and review and appropriate follow-up. The program's governing body shall promptly report its findings to the ARC in accordance with the defined procedures.

13) Modifications

- a) A reasonable effort shall be afforded to all non-voting program members/participants to review and comment on such modifications before they are approved.
- b) All proposed modifications shall first be presented in written draft form to the program's governing body which shall elect to approve them in accordance with the program's rules election policies.
- c) No changes or modifications may be made to the program's Operating Procedures and/or By-Laws until and unless such modifications have first been presented and approved by the ARC.

II. Status and Activity Reports

- 1) Frequency: A qualifying program representative (e.g. club president or other duly authorized substitute) shall provide regular reports to the ARC at each ARC scheduled meeting during the period while the program is in operation regardless of its active period(s).
- 2) Contents:
  - a) Participant Status shall include an itemized breakdown of participants by appropriate category (division, team) to include participant counts by age and gender.
  - b) Activity Schedules shall include planned events to include location and space assignment, start and end times or event duration.
  - c) Major events, including but not limited to, injuries, altercations, rules/conduct violations, and the like shall be reported.

III. Budget Forecasts

- 1) Frequency: A budget forecast shall be submitted at the start of the program's fiscal/seasonal year and shall be updated as necessary to reflect expected changes as soon as they are known.
- 2) Each budget forecast shall include an itemization of expenses and incomes, by category, as incurred/realized during the prior two (2) fiscal periods.
- 3) The budget forecast shall be submitted in the approved format provided by the ARC.
- 4) Contents:
  - a) Expenses: The budget forecast shall itemize predicted expenses within the following categories, unless a different set of categories is established;
    - i) Equipment
    - ii) Uniforms: purchases, rentals, cleaning/restoration

- iii) Personnel Services: referees, umpires, etc.
- iv) Administrative: office supplies, internet services, professional services, etc.
- v) Association fees
- vi) Insurances
- vii) Others as appropriate
- b) Incomes: The budget forecast shall itemize predicted forms of incomes within the following categories, unless a different set of categories is established;
  - i) Participation/registration fees or dues
  - ii) Penalty fees (late registration, equipment or uniform damages or loss, etc.)
  - iii) Carryover funds from the previous fiscal period
  - iv) COA funding
  - v) Fundraising events or programs

#### IV. Financial Statements

- 1) Financial statements shall be prepared and;
  - a) Submitted to the ARC monthly, and
  - b) Updated to reflect current incomes and expenditures in alignment with the budgeted categories, and
  - c) Signed by the program President and Treasurer, or, if either of these positions are not filled, by any two (2) officers of the program.
- 2) Upon request of the ARC, a detailed and itemized accounting of incomes and expenses shall be prepared and reviewed.
- 3) The ARC approved financial statement template shall be used.

#### V. Equipment Management

- 1) All COA and program owned equipment shall be inventoried and accounted for at the end of each season.
- 2) Changes to the last inventory shall be documented with reasons stated for changes.
- 3) The storage of such equipment shall be identified.
- 4) An Equipment Manager shall be named and assigned the primary responsibility of caring and accounting for such equipment.
- 5) All persons with access rights and privileges to such equipment storage facilities shall be identified by the Equipment Manager, who shall be responsible for administering such access rights and privileges.
- 6) The purchase or lease of equipment and equipment-related services shall be executed in accordance with the budgeted investment/expenditure amounts. Any deviations shall be approved by the ARC in advance.

#### VI. Use of COA Properties and Facilities

- 1) Use of COA owned properties must be requested and approved in advance of use.
- 2) Posted rules shall be respected and a reasonable effort to enforce applicable rules shall be demonstrated.
- 3) Reasonable care shall be practiced to ensure the prevention of loss, damage and accelerated deterioration of COA owned property.

- 4) Properties and facilities shall be kept clean and free of debris before, during and after each use.
- 5) Substantial modifications or alterations to COA owned property is prohibited unless approved by the ARC and the Department of Public Works.

#### VII. Fiscal Accountability

- 1) The program's governing body shall specify how funds are to be collected, accounted for, accessed and dispersed.
- 2) A Treasurer shall be named and assigned the primary responsibility to ensure the financial policies of the program and of the ARC are executed faithfully and that all such transactions are dutifully recorded and disclosed.
- 3) The program Treasurer shall attest to the accuracy of all budget and financial reports that are presented to the ARC. Additionally, the program President or other program official shall provide corroborating validation.
- 4) All expenditures shall be executed in accordance with the budgeted investment/expenditure amounts. Any significant deviations shall be approved by the ARC in advance.

#### VIII. Non-Resident Participation

- 1) Non-residents may participate in the program under the following guidelines:
  - a) NRs are permitted to participate if;
    - i) It is necessary to fill gaps/vacancies, or
    - ii) They have an immediate family tie to an Ansonia resident, or
    - iii) They actively attend school in Ansonia during the term of the recreation activity, or
    - iv) They have participated in the program previously without interruption and request continued participation despite the change in their residency, or
    - v) If otherwise approved by the ARC in advance.
  - b) NRs must be identified to the ARC in advance.
  - c) NRs shall not impede on the fair and equitable participation of an Ansonia resident.
  - d) NRs may only be solicited if it is necessary to fill gaps/vacancies.
  - e) A NR fee may be imposed provided that it is reasonably set and approved by the ARC in advance.

END OF DOCUMENT