

Hanson Recreation Commission Policies and Procedures

Revised & Adopted by the Hanson Board of Selectmen April 3, 2018

MISSION

To advance recreation and leisure-time activities that enhances the quality of life. The purpose of the Recreation Department is to meet the diverse recreational, cultural, athletic and leisure-time pursuits of the residents with a broad based comprehensive and inclusive program. Recreational programs are organized to encourage participation and enjoyment and should be held at safe and well-equipped facilities on a year-round basis.

The Recreation Commission was established via Special Town Meeting vote June 4, 1990 as follows:

... (to) establish a newly formed Recreation Commission. This Commission shall consist of seven (as later amended) members to be appointed by the Board of Selectmen; two for one year; two for two years; and three for three years and there after three year terms. It shall be the duty of this Commission, and each of its members, to oversee the total operations of the current Camp Kiwanee and the current Cranberry Cove and other recreational activities deemed proper, including, but not limited to the setting of priorities, the hiring and termination of employment of necessary personnel, the handling and the accounting for funds entrusted to their care, the maintenance of facilities, the planning of future operations and all other duties that normally fall within these responsibilities. All activities shall be directed in the best interests of the residents of the Town of Hanson only.

ORGANIZATION

APPOINTMENT and QUALIFICATION:

The Commission consists of seven members, each appointed for a three-year term, beginning July 1st, by the Board of Selectmen. Before assuming official duties, each newly appointed member shall be sworn to faithful performance of the official responsibilities by the Town Clerk. At the end of a member's term, typically a letter is sent to the member asking for their intent in regards to reappointment.

VACANCIES ON THE COMMISSION:

While a vacancy occurs in the membership of the Commission, business can still be attended to during meetings that meet a quorum of existing members.

ROLE OF THE BOARD:

The Commission is responsible for 1. Setting policies and procedures for the Recreation Department. 2. Annually develop a written goals and objectives plan.

COMMISSION ETHICS:

A member of the Commission, in relation to his or her community should:

1. Accept the position as a means of unselfish service and not benefit personally from their position on the commission.
2. In the event that an issue requiring a vote comes before the Commission that directly affects a member of the Commission, such member shall abstain from voting.
3. Remember that he or she represents the entire community at all times.
4. Realize that he or she is one of a team and should abide by all decisions and not act on their own, without discussion and support of such action at a meeting first.
5. Not make statements of how he or she will vote on matters that come before the Commission until he or she has had an opportunity to hear the pros and cons of the issue during a meeting.
6. Treat all members and staff with respect despite differences of opinion.
7. Addresses issues with the Commission, staff, programs, facilities or specific community issues of interest at Commission meetings, never the media or community first.
8. Emails between members of the commission should be avoided except for matters of purely housekeeping (scheduling/canceling meetings, agenda items, staff communications) or administrative nature as it carries a high risk of violating the Open Meeting Law. Emails are official documents that will be kept on record.

ORGANIZATION OF THE COMMISSION:

The Chairman shall be elected annually by the commission at the first meeting in July by a majority vote. The Commission shall also elect a Vice-Chairman in the same manner. Any aforementioned officers may be removed by a majority vote of the Commission.

RESPONSIBILITIES OF THE CHAIRMAN:

The Chairman of the Commission shall:

1. Preside at all meetings. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.
2. Sign official documents that require the signature of the Chairman.
3. Coordinate and plan meeting agendas with the Secretary.
4. Serve as a spokesman of the Commissions' position unless otherwise determined by the Commission or delegated by the Chairman.

The Chairman shall have the same rights as other members to discuss questions and to vote on items. In the absence of other offerings he/she may introduce motions, seconds to motions and resolutions.

RESPONSIBILITIES OF THE VICE-CHAIRMAN:

The Vice-Chairman, in the absence of the Chairman, will be responsible for conducting the Commissions' meetings in an orderly manner and will act in the capacity of the Chairman. Should the Chairman leave office, the Vice-Chairman shall assume the duties of the Chairman until the Commission elects a new Chairman.

RESPONSIBILITIES OF ALL COMMISSION MEMBERS:

As a member of the Recreation Commission, you are part of a small group given the responsibility to act for the community. Your responsibility is to the community. It's your job to question all proposals to determine if they are well prepared, well thought out, and will benefit the community.

MEETINGS:

All meetings are conducted in accordance with the Open Meeting Law. Robert's Rules of Order shall be used as a guide in matters requiring clarification or definition. A quorum shall consist of a majority of existing members of the Commission. Actions and decisions shall be made by a motion, second, and a vote.

Members of the Commission are also expected to have excellent attendance to meetings. In the event of missing a meeting, the members of the commission should notify the Chairman as soon as possible. The Commission shall maintain accurate records of its meetings in the form of minutes.

A meeting called for any time other than the regular meeting shall be known as a "Special Meeting". The Commission shall form subcommittees and elect representatives to such committees where special meetings will take place. Special Commission meetings may be called provided that a majority of the members agree to meet and all Commission members are notified. All Special meetings will be posted in accordance with the Open Meeting Law.

VIOLATIONS:

In the event that a member of the commission is in violation of all or part of the policies and procedures, by a simple majority vote, the commission may recommend action to the Board of Selectman.

FINANCES:

The operating budget is a list of expenses expected over the course of the year. The budget process for this begins in December for the year beginning July of next year. The Chairman, upon approval of the Commission submits the operating budget to the town administrator by January 15th of that year. The operating budget is reviewed by the finance committee and approved at town meeting. During the course of the year, bills are submitted to the accounting department for payment.

PROGRAM POLICIES & PROCEDURES:

Programming Goals

The Hanson Recreation Commission's objective is to establish and provide a variety of diverse, inclusive, year-round recreational programs that will enhance our community and all its citizens. The Commission will review programs on an as needed basis and must give prior approval to add or delete programs. Prior to offering programs the following things need to be evaluated by the Recreation Commission:

1. Need - Programs should not duplicate the work of other organizations but fulfill a need within the community. Programs should be wholesome and foster the utmost participation and enjoyment for all participants.
2. Location - Handicap accessibility must be considered and necessary forms submitted (ie, Superintendent, Town Hall, etc.) for location usage.
3. Staff - All instructors, directors, and volunteers (including Commissioners) for the program must be CORI-checked annually. Appropriate staffing must always be a consideration in running a program where the participants are successful at developing the skills necessary to perform in the chosen activity.

Participants Code of Conduct at Recreational Programs

The Recreation Commission believes that preventative safety measures must be considered when developing programs. A safe environment must always be strived for. The following are general rules to be observed by participants and enforced by staff (paid or volunteer) at Recreation programs and events.

1. Fighting, name-calling, stealing, inappropriate language or actions will not be tolerated.
2. Participants must stay within program space allowed and will not be permitted to leave without a parent/guardian's written permission with names on release form.
3. Participants will refrain from any behavior that would endanger the health, safety and welfare of others.
4. Smoking and possession and/or use of alcohol or drugs will not be tolerated and will result in immediate suspension from department program.
 - a. Exception –for the Lodge, Pavilion, and pine grove: Any individuals or group wishing to have alcohol are required to use the Recreation Commission's contracted bartending service. Alcohol must stay in the lodge, patio, or other area as designated by the Recreation Commission. No alcohol shall be consumed on the grounds of the property.
5. Participants are expected to use reasonable judgment and common sense concerning good conduct, safety and sportsmanship.

Disciplinary Code:

The following procedures will be followed for any participant who does not adhere to the rules and regulations.

First offense will result in a verbal warning.

Second offense in same day will result in an age-appropriate time-out and parent notification of offense.

Third offense will result in a call to the parent asking that the child be taken home.

In the event that the program supervisor deems an infraction to be of extreme nature, the supervisor has the authority to immediately call the parents to pick up the child. The supervisor should then submit an incident report to the Recreation Commission for determination of disciplinary action, including the possibility of expulsion.

Program and Event Policies

General

Anyone who utilizes Camp Kiwanee facilities must pay all fees as structured by the Recreation Commission and approved by the Board of Selectmen.

All contracts for rentals of any asset of Camp Kiwanee will be forwarded to the Town Administrator for signature after review and recommendation by the Recreation Director and/or Administrative assistant.

No one shall be allowed to stay in cabins free or at a reduced cost unless it is voted upon at an open Recreation Commission meeting. Notice of any change to a structured fee shall be given to the Town Administrator immediately after it is voted upon for submission to the Board of Selectmen for its ultimate approval. The required application must be filled out. All events so booked must complete a contract and/or rental agreement.

No individual or group may utilize the lodge free or at a reduced cost unless it is stated specifically in the Policies and Procedures or it is specifically voted upon at an open Recreation Commission meeting. Notice of any change to a structured fee shall be given to the Town Administrator immediately after it is voted upon for submission to the Board of Selectmen for its ultimate approval. The required application must be filled out. All events so booked must complete a contract and/or rental agreement.

Refunds may be given to an individual or a group after a vote of the Recreation Commission if the board feels that services provided by Camp Kiwanee did not meet the terms of the agreement. Said refund shall be submitted to the Town Administrator for his final approval.

Deposits and other advanced payments may be returned to an individual or a group after a vote of the Recreation Commission if the board feels that unique circumstances warrant said return. Said refund shall be submitted to the Town Administrator for his final approval.

No member of any board or commission or any employees of the town may utilize Camp Kiwanee, the staff of Camp Kiwanee, or any asset of Camp Kiwanee for any personal use unless through the established fees that are structured by the Recreation Commission. Said individuals are subject to the said rules, regulations and cost as the general public.

Service/comfort animals welcome providing proper documentation is present

Refunds will not be made for non profits and the cove for rain dates on rentals or swimming. Bookings of up to one year following the rain date may be made as compensation for non profits.

A fee shall be charged at fundraisers and non profit events unless voted upon by the recreation commission to waive such fees and approved by a vote of the Board of Selectmen.

Caretakers and/or staff shall be on location during all events for safety and security purposes.

All meetings will be audio and/or video recorded.

During designated holidays Camp Kiwanee will be closed, on these dates rentals will not be available.

All contracted services need to meet Camp Kiwanees costs for services needed for their contracted programs(example , caretaker payroll for such event)

Cranberry Cove

1. Swimming is prohibited at the Cove and the camp when a lifeguard is not on duty.
2. Exclusive use of the waterfront, in front of the Lodge, is permitted only in the event that the group has rented the entire camp and lifeguard is on duty, and new docks have been installed, with an agreement with the Recreation Commission.
3. Children under the age of 12 must be accompanied by an adult while at Cranberry Cove or the Camp Waterfront.
4. Pets are not allowed at Cranberry Cove or on the camp property between June 1 and Labor day with exception of documented comfort pets/service animals.
5. Cranberry Cove is available for use only when a pass has been purchased, when money is paid to the gate keeper, or staying overnight at the camp.
6. An adult must accompany small children to the bathroom at all times.

7. Any individual that damages the bathrooms through graffiti, clogging the toilets or sinks will be responsible for the cost of the repair. If the offender is a minor, it will be the parent's financial responsibility. [Multiple] Offenses to this rule could result in loss of beach pass. (see **Disciplinary Code**)
8. No running is allowed on the docks at Cranberry Cove or the Lodge.
9. No flotation devices are allowed at the waterfront unless required by ADA Law.
10. Children not yet potty trained must wear a swim diaper or a suit with a swim diaper.
11. Motorized boats are restricted on Maquan Pond. Electric motor only; no gas motors allowed.
12. Swimming hours for overnight guests must follow the hours set at Cranberry Cove.
13. Kayak rentals are available during beach hours.
14. All Lifeguards, WSI's and Beach Director must furnish documentation of their current certification in CPR, First Responders, Red Cross Certification, and medical evidence of good health. This information must be current and accompany the application that is good through the season.
15. The Recreation Commission will purchase beach apparel for each hired lifeguard annually.
16. The Beach Director is required to perform drills with the lifeguards and allow for cardiovascular workouts (running, swimming laps) for the staff. She/he must work one weekend day.
17. The Recreation Commission requires no less than two lifeguards on the beach at all times.
18. The beach cannot be opened or closed during non-scheduled hours by anyone except at the discretion of the Hanson Police Department, Fire Department or the Hanson Board Health, or Recreation Commission, for any reasons concerning Public Safety. The beach director and caretaker have the authority to close the beach under the conditions listed on line 19. The Beach Director can assign this responsibility to a member of his or her staff when they will not be present at the beach. No Recreation Member has the authority to close or open the beach on his or her own authority. No one will be left alone to close the beach by themselves.
19. The beach director and the caretaker are required to close the beach during the following conditions: if the beach is left without a lifeguard or if only one lifeguard is available to work, in case of a thunder or lightning storm where the weather conditions that would jeopardize the public's safety.
20. All personnel or policy issues regarding the beach program or the staff must be presented to the beach director and or Recreation Commission for discussion at a meeting and a vote. No Recreation Department member is allowed to reprimand or alter the established programming or rules and regulations based on his/her own authority. Any disciplinary actions or policy change must be handled by the Town Administrator through the Recreation Commission.
21. In the event the beach is closed, it will be posted at the gate, on the phone and on the Camp Kiwanee Website.

22. Any person who fails to pay for services rendered (swimming lessons, etc.) will not be allowed to purchase a beach pass, take lessons, join swim team, or take part in any recreation sponsored events until the outstanding balance is paid.
23. No open fires or grills are allowed without permission from the Recreation Commission and/or staff.
24. Refund requests will be addressed on a case to case basis.
25. A paid staff member must be present on grounds for all events and functions.
26. All Cove staff must fill out time sheets daily and turn them in weekly.
27. Cove deposits must be made daily to the lodge

Grounds

1. All cook fires must be reported to the caretaker prior to lighting.
2. No fire is to be left unattended.
3. Cook fire are allowed at designated areas of the camp only
4. Cooking is not allowed in cabins
5. No disturbing, removing, defacing, cutting or other damage to the natural features, signs, barriers, building for firewood, or any other property at the camp.
6. Sliding down the hill covered with pine needles is prohibited; the removal of pine needles causes erosion.
7. Littering is prohibited.
8. All garbage must be placed in the dumpster at the side of the lodge.
9. Quiet time is between the hours of 10:00pm and 7:00am without prior approval of the Recreation Commission.
10. All visitors must notify the staff member on duty of their arrival.
11. Recreational vehicles, popup tents and campers are not allowed on the premises, unless approved per event by a majority of both the Recreation Commission and the Board of Selectmen.
12. The speed limit is 5MPH within the camp.
13. All vehicles are restricted to parking lots except when loading and unloading. Notify the staff member on duty of specific parking issues or concerns.

14. In the event of a fire, renters in the South End are to go to the parking lot near the cottage. The North End renters must gather in the parking lot by the lodge.

15. No hunting or trapping is allowed.

Rentals

1. Cabin occupancy is restricted to 6 people, Frontier cabin 8, tent sites 4.

2. Chalet occupancy is restricted to 12 people, cottage 7, large electric 6, and small electric 4.

3. Scout troops must have adequate adult supervision over the age of 21 for all outings/camping.

4. The person who registers a group must have a responsible 21 years old in each cabin and is responsible for all actions occurring during the rental period.

5. No one individual or group can rent the cottage, cabins, chalets, pavilion, log cabin or stone house for any time beyond two consecutive weeks without prior approval from the Recreation Department.

6. A security deposit of \$1,000 is required when renting the lodge area or the entire camp for a function. 20% is required for other functions in this area.

7. A 50% deposit will be required when renting the cottage.

8. A 50% deposit must be made upon confirmation of the reserved date.

9. Applications must be filled out and submitted, to the rental agent prior to an individual or group staying for a day or overnight outing to include a list of all anticipated overnight guests.

10. Cots are not to be removed from the cabins and chalets.

11. Renters must leave the area used clean upon their departure.

12. No bartering is allowed, namely exchange of services in return for discounts or waived fees for rentals.

13. Hanson Residents are permitted one free night's rental in a non-electric cabin when they have paid for at least one prior night subject to availability. Does not apply to group rentals.

14. The Recreation Commission has the right to deny any rental that it feels is not the best of interest of Camp Kiwanee and the Town of Hanson.

15. No refunds will be issued unless the event is booked again for the full value of the previous event.

16. Cash is not accepted for rental of any facility or function(s).

17. Hanson residents must show proof of residency with a photo I.D.; i.e. tax or utility bill for rentals.

Donated Use of Facility

1. The Hanson Boy Scouts and Girl Scouts may host events at no charge/cost upon review by the Commission.
2. All Hanson Town budgeted departments are free to hold meetings on the property for no fee, with prior approval from the Recreation Department Monday-Thursday when not in conflict with scheduled events.
3. Town Departments will be given all consideration for events on Tuesday – Thursdays with prior approval of the Recreation Commission. A Department will be assessed the cost of any setup and cleanup.
4. All events so donated must complete a contract and/or rental agreement.
5. Non profits must show proper documentation for discounted services ; i.e. 501c3 Certification.

Sub Contracted Services

1. The Recreation Commission requires a copy of any liquor permit that has been pulled for the purpose of serving alcohol at the camp. Renters are required to pay the permit fee ahead of the time for the function to the Town of Hanson. All liquor permits must be approved by the BOS.
2. The Recreation Commission requires a copy of certification of liability insurance for any other service that is sub-contracted to perform a function on the property.
3. The kitchen may be rented with a contract and permission from the Recreation Commission.

Employees

All year round employees will have an annual review with the Recreation Director and the Town Administrator, if the Town Administrator is available.

Security and Technology

1. Google Calendar is owned by the Town of Hanson, and run by the Recreation Commission, and should be used in Read/Write settings only.
2. The Commission uses a tape recorder at all meetings. The Chairman will announce that the meeting is being taped at the beginning of each meeting. A personal tape recorder may be used but use must be made known to all in attendance that they are being taped.

3. A Surveillance System is in place. Tapes will be kept for 30 days. Recreation Director will speak with the Town Administrator and Police Chief as to who will view the tapes when an issue arises. It will also be discussed as to whom will make the report out if an issue arises. Signs are placed on the property alerting people to our use of surveillance equipment. Video surveillance should be used exclusive of audio only posted.
4. The lodge door shall be unlocked during office hours, 9-2 Monday-Friday, unless approved by the Recreation Commission, as long as there is additional staff on the property with the Administrative Assistant.
5. The front door of the lodge is a coded access door. The Recreation Commission members and staff will have the access code. The Recreation Commission will have knowledge of anyone who is given a temporary code and the reason and a log kept with date and time.
6. The time clock must be used by camp staff to punch in at beginning and out at the end of shifts .
7. The computer in the office is owned by the Town of Hanson, and used by the Recreation Commission and will be utilized for all Camp business. The Recreation Director will decide who has access to the computer when needed. When the Recreation Commission Administrative Assistant is on vacation or out sick the Recreation Director will designate someone to run the day to day business at the Camp during this time including the bookings and use of the computer. This person will be a Union employee first, but if not available a nonunion employee will fill in. The Town Administrative will provide time for the employee to be trained.
8. All emails should be sent from and receive by an HANSON-MA.gov address. All emails to lwoodward@hanson-ma.gov are owned by the Recreation Commission and are Town documents, subject to Mass. General Laws regarding public records retention and disclosure or dissemination. The Recreation Director will receive copies on all emails to this address.
9. Credit cards will be stored in the locked wall safe in the Recreation Commission office. The Recreation Commission will keep a list of all cards, numbers, and who on the Commission and staff has permission to use each.
10. A yearly audit will be conducted by the Recreation Commission on all policy and procedures, rates and fee, as well as job descriptions. This may be conducted in Subcommittee with a vote of the full Commission when changes are needed.

CODE OF ETHICS FOR RECREATION BOARD MEMBERS

(Signed each year by Current Commissioners)

As a Recreation Commission Member, representing all of the residents, I recognize that:

1. I have been entrusted to provide recreation services to my community.
2. These services should be available to all residents regardless of age, sex, race, religion, national origin, physical or mental limitation.
3. While honest differences of opinion may develop, I will work harmoniously with other Board Members to assure residents the services they require.
4. I will invite all residents to express their opinions so I may be properly informed prior to making my decisions. I will make them based solely upon the facts available to me. I will support the final decision of the Board.
5. I must devote the time, study and thought necessary to carry out my duties.
6. The Board members establish the policy and the staff is responsible for administering the policies of the Board.
7. I have no authority outside of the proper meetings of the Board.
8. All Board meetings should be open to the public except as provided by law
9. I have received and understand the Hanson Recreation Commission Policies and Procedures.

Signed: _____

Date: _____