Town of Stratham
Stratham Recreation Commission

Wednesday, December 2, 2020
Agenda

This meeting of the Recreation Commission will be held in the Hutton Room of the Stratham Municipal Center, 10 Bunker Hill Avenue.

The public may access this meeting at the date and time above using this conference call information: Please dial the conference number 1 (877) 292-5329. When prompted for a pin code, input 2248.

To access materials related to this meeting, please see this link: https://www.strathamnh.gov/recreation-commission

To read more about conducting meetings pursuant to RSA 91-A during the current public health emergency please visit: www.strathamnh.gov/select-board/files/telemeetings

7:00 PM at the Stratham Municipal Center, 10 Bunker Hill Ave., in the Hutton Room

a. **Call to Order**
b. **Roll Call**
c. **Consideration of Minutes from previous meetings**
d. **Treasurer's Report**
e. **Report of Stratham Parks & Recreation Director**
f. **Communications and Miscellaneous**
g. **Old Business**
    a. **Recreation Revolving Fund Policy**
    b. **Recreation Commission By-Laws**
    c. **Trail Management System**
h. **New Business**
    a. **Current programs**
    b. **Winter programs**
    c. **Spring/Summer programs**
    d. **Basketball Board – Fall program proposal**
i. **Adjournment**

The Recreation Commission reserves the right to conduct the meeting in any order they deem appropriate. A motion to enter Non-Public Session in accordance with RSA 91-A: 3 may occur at any time during the meeting.

Budget vs Actual - Single Department
Town of Stratham
For 10/31/2020

4520 - Parks and Recreation	FY2020 Budget	YTD FY2020 Actual	Budget v. Actual Difference	% Expended	YTD FY2019 Actual
Expenses					
100 4520 02 145 Recreation Payroll	72,827.00	58,543.94	14,283.06	80.39	57,548.10
100 4520 02 146 Rec. Seasonal Payroll	0.00	7,861.65	(7,861.65)	0.00	10,754.92
100 4520 02 147 Program Asst Salary	47,612.00	26,765.57	20,846.43	56.22	37,620.01
Total Payroll	**120,439.00**	**93,171.16**	**27,267.84**	**77.36**	**105,923.03**
100 4520 02 201 Office Expenses	1,200.00	1,974.18	(774.18)	164.52	1,100.86
100 4520 02 204 Memberships	1,000.00	1,070.90	(70.90)	107.09	917.77
100 4520 02 232 Field Improvements	0.00	0.00	0.00	0.00	865.21
100 4520 02 273 Seniors Trips	6,000.00	2,010.00	3,990.00	33.50	2,265.82
100 4520 02 280 Summer Program	50,000.00	500.00	49,500.00	1.00	30,042.39
100 4520 02 308 Staff Training/Education	500.00	184.01	315.99	36.80	110.00
100 4520 02 310 Rec. Uniforms	200.00	0.00	200.00	0.00	4.99
100 4520 02 314 Electricity	0.00	499.51	(499.51)	0.00	1,109.51
100 4520 02 316 Cellphone Reimbursement	1,302.00	976.08	325.92	74.97	813.40
100 4520 02 317 Field Maintenance	0.00	0.00	0.00	0.00	5,908.20
100 4520 02 318 Equipment	0.00	596.83	(596.83)	0.00	387.56
100 4520 02 319 Gas-Mileage	650.00	426.30	223.70	65.58	765.32
100 4520 02 324 Brochures/Newsletters	1,500.00	994.91	505.09	66.33	491.41
100 4520 02 328 Special Events	13,000.00	1,529.13	11,470.87	11.76	3,890.21
Total Other Expenses	**75,352.00**	**10,761.85**	**64,590.15**	**14.28**	**48,672.65**
Total Expenses	**195,791.00**	**103,933.01**	**91,857.99**	**53.08**	**154,595.68**

Stratham Parks and Recreation Department Summary

Report Date November 13th, 2020

Vision Statement
Provide a quality of life for residents of all ages by developing and maintaining parks, trails, and public facilities and providing quality recreation and senior citizen programs that maintain a balanced sense of community.

Functional Responsibilities of Parks and Recreation Director
Responsible for supervising, directing, and managing all aspects of the Stratham Parks and Recreation Department

- Stratham Hill Park
- Stevens Park
- Municipal Park
- Programs
- Special Events/ Community Trips

Provide and monitor a budget that is fiscally responsible based on needs of the community and is forward thinking
Determine current and future needs of recreation facilities and programming for the residents of Stratham

Key Performance Indicators (Green, White, Yellow, Red)

	'20 YTD	'19 YTD	Delta
# Participants	645	7,250	
# Events	4	10	-
# Trips	0	4	-
# Programs	12	23	

Safety 2020 Totals

Participant Injuries	0
Patron Injuries (reported)	0
Staff Injuries	0
Weather Related`	0

Budget Figures, Octoberr 30,2020

Payroll

	'20 YTD	'19 YTD	Delta
Director	58,543.94	57,548.10	995.84
Program Coordinator	26,765.57	37,620.01	-10,854.44

General Fund

	'20 YTD	'19 YTD	Delta
Total Expenses	103,933.01	154,595.68	-50,622.67

Recreation Revolving *not updated*

	'20 YTD	'19 YTD	Delta
Total Revenue	199,077.19	172,991.53	26,085.66

Park Reservation Fund

	'20 YTD	'19 YTD	Delta
Total Revenue	$	30,790.16	

Conservation Commission-
Trail Assessment Project, completed with edits. Next step would be to develop a three year plan for action items within the plan. I am recommending that a subgroup be formed from the CC and Park Association to address this plan.

At the meeting next week, the CC will have a discussion with the Ross family that owns property on Long Hill. Last year the Ross family signed an agreement with the Town regarding public access and maintenance on that parcel of land. The CC would like to continue to strengthen this relationship with the family.

Senior Check Ins
We will be setting up our weekly Zoom calls soon after the Thanksgiving Holiday. These calls will be held through the remainder of the winter season.

Afterschool Programming
New Program, Street Hockey, Mondays and Wednesdays until December 10th. Setting up the small boards used for the season ice rink on the basketball courts at SHP to host this program.

Art Classes and Tai Chi at the Municipal Center have been going well. Attendance has been strong each week. These programs will be offered for free to Stratham residents over the age of 55. The second session of these programs will be starting in the next few weeks.

Recreation Commission
New potential Commission member, Kate Dardinski has completed an application for appointment. Her application is pending.

Pending final approval of the Recreation Revolving Fund Policy and the Recreation ByLaws at their meeting on November 18th.

PCAC
Workshop session was held on Friday, Nov. 13th. The group is looking to reestablish their charter for another year. The group will be working on editing and evaluating where they are currently and how to best move forward. They are looking forward to working with the new Town Planner on advising with new potential projects in Town. They recognize the need to better manage their Facebook page.

Upcoming/ Long Range Projects

Project	Time	Notes
Program Plan for Pandemic (programming/resources for public)	End of Pandemic	
Manage events potentially impacted by COVID in coming months	End of Pandemic	
Plan for summer programming/scheduling (Food Truck Festival adjustments)	End of Pandemic	Food Truck Festival has been postponed Spring 2021
Future of Stratham Hill Park Governance		
Advance planning for policies (Park, dogs,)	January 15th, 2020	
Advance Trail Mangement Plan	Final Approval tentative, 12/9/20	
Room Reserveation Policies/ Reservations for Events Open to Public at SHP	Completed	
Eagle Scout Project Procedure	Pending	
Finalize with Chair - Rec Board By-laws	Final Approval tentative, 11/18/20	
Revolving Fund Strategy and Policy	Final Approval tentative, 11/18/20	
Assess Job Description, Director to reflect changes		

Current Programs/ Events

Tai Chi
Painting
Pickleball
Street Hockey (3)

Upcoming Winter Activities

Pat's Peak ski program will occur this year. Transportation will not be provided. Program will be open to youth in the 1st- 12th grade on Wednesday nights. Registration is capped at 150 participants (currently at 75). Registration will be open to Stratham residents only for the first two weeks.

Eagle Scout Projects

Dante Mulchay- Gaga Pit, start date spring 2021

Brandon Blood- Trail Signage at SHP, recommended in Trail Assessment. I met with Brandon on Monday of this week. I will connect Brandon with our sign vendor and graphic artist.

Eagle Scout Project Procedure still needs to be redrafted.

Youth Basketball

At this time we have access only to the gym at CMS on Saturdays. SMS will not provide access at this time to the gym.

The Baskeball Board is drafting a program request to the Recreation Commission. This request will be reviewed on November 18th at the Recreation Commission meeting. The Basketball Board would like to offer scrimmages and allow participants to not wear masks while playing (these are within the guidelines set by NHIAA). These plans are being reviewed by the Health Officer and Town Administration.

Summer Camp Plans

The Department would like to open registration for the summer of 2021 camps and programs in January. Having a backup site secured for the program will enable us to move forward with our plans. The Department would like to have an update on the Stratham Fairs plans for the 2021 season as this would dramatically affect the back up location for camp. A backup location is necessary if the SMS school board denies our request to utilize the SMS campus for our summer program.

Spring Programming

The Department realizes that the spring season will draw a large number of individuals to our Parks and looking for programming. Planning is underway to meet that anticipated pent up demand.

Stratham Recreation Commission
Recreation Revolving Fund Policy
Date: 10/20/20

Purpose of the Stratham Recreation Revolving Fund Policy: To define the revenues and expenditures in the Recreation Revolving Fund, in accordance with New Hampshire RSA 35-B:2, the Town of Stratham and the Stratham Parks & Recreation Department.

Purpose of the Recreation Revolving Fund: According to New Hampshire RSA 35-B:2, the purpose of the Recreation Revolving fund is that "the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all monies in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose".

Town of Stratham Governing Bodies: According to New Hampshire RSA 35-B:2, the Treasurer of the Town of Stratham shall have custody of all monies in the Recreation Revolving Fund, "and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created." *The Town of Stratham designated the Stratham Recreation Commission as the Governing Body of the Recreation Revolving Fund*, Article 12, Town Meeting, March 11th, 2003.

Revenue Generated: Funds generated through programming fees or special events sponsored by the Stratham Parks and Recreation Department shall be allowed to accumulate in the Revolving Fund. Financial donations and grant funding shall also be deposited in the Fund.

Expenses Paid: Funds shall be expended to support recreation programming and activities, further develop the parks' infrastructures or to further enhance the mission of the Parks & Recreation Department and Recreation Commission. A list of eligible expenses can be found in the Appendix of this document.

Types of Accounts[1]:

Account	Oversight	Purpose
Youth Sports Funds	Managed by the individual Sports Board with oversight provided by the Parks & Recreation Department and Recreation Commission	Revenue is utilized to support youth sports in Stratham. Fees collected fully fund these activities.
Program Funds	Managed by the Parks & Recreation Department and Recreation Commission.	Percent fees collected are retained by P&R Dept. Remaining fees are paid to instructors/contract staff.
Agency Funds	Approvals in place for expenditures managed by individual associations/groups	Funds are used to support and compliment agencies projects and overall mission.
Reserve Fund	Managed by the Parks & Recreation Department and Recreation Commission	Funds are used to support and compliment Parks and Recreation projects and overall mission.
Administrative Fund	Managed by the Parks & Recreation Department and Recreation Commission	Administrative expenses related to the Fund

[1]*See appendix for specific account list*

Reserve Fund: 75% of the fund balances of the *Program Funds* are transferred annually to the Recreation Reserve line within the Recreation Revolving Account. These are fees collected/generated by the Stratham Parks and Recreation Department through contracted or in-house programs. Approval for transfer of funds will take place at a November Recreation Commission meeting. These funds will be authorized for use by the Recreation Commission as requested by the Parks and Recreation Director. The funds will be utilized to further the mission and purpose of the Parks & Recreation Department through strategic initiatives and to help offset operational expenses. The proceeds generated from the Reserve Fund shall be utilized to reimburse the Town for professional training of part time seasonal staff, subscription and membership expenses incurred during the course of the fiscal year. This reimbursement shall occur in November.

Reimbursement to the Town of Stratham: The Town of Stratham shall be reimbursed by the Parks and Recreation Department $5per participant when a fee is charged for a program. The Town of Stratham shall be fully reimbursed for all salaries related to the Summer Camp program. These reimbursements shall be funded through program fees and the reimbursements will occur annually in November.

Group/Accounts Dissolved: If a group or account shall cease to exist, those funds shall remain within that particular account line for a period of up to (1) year. With the approval of the Recreation Commission, those funds shall be transferred to the Reserve Line Fund

after a one year period. Those funds at no time will be transferred to a different organization or entity. The funds shall remain within the Recreation Revolving Fund.

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Stratham Recreation Commission
Recreation Revolving Fund Procedure
Draft: 11/13/20

Account Holders: The Stratham Recreation Commission has many Account Holders that create and maintain programming for the Town of Stratham. These Account Holders are embedded into the Recreation Commission and are required to follow all Government, Town and Recreation Department policies. Account Holders are, but not limited to being, a sports board or a subcommittee of the Recreation Commission as deemed appropriate by the Recreation Commission, Town Administrator, Town Select Board, or Town Treasurer. While the account holders can manage the funds in the accounts, at no time will the account holders have ownership over these funds.

Account Treasurer: The Account Treasurer is an individual within the Account Holder group. The Account Treasurer should be an elected position within the Account Holder's group/entity. The responsibilities of the Account Treasurer are:
1. Work with the Stratham Parks & Recreation Director to establish the Account Holder's account within the Recreation Revolving Fund
2. Communicate with the Program Coordinator regarding finances
3. Maintain an accurate account balance
4. Review reports from the Program Coordinator to reconcile account information on a monthly basis

Accounts: Within the Stratham Recreation Revolving Fund, each Account Holder will have its own account. These accounts will be established by the Parks and Recreation Director and the Finance Administrator or designee. The Parks and Recreation Program Coordinator will maintain accuracy of the account and will provide monthly reports and totals to Account Holders.

Authorized Signers: The Parks and Recreation Director shall approve all Revolving Fund invoices and submit them to the Finance Administrator or designee for payment. The payment manifest will be scanned and emailed to the Recreation Commission Treasurer who will forward to the Commission for review and questions. The town Treasurer will then have the authority to sign all checks and approve the electronic payments in that manifest. These manifests will be approved during the next scheduled monthly Recreation Commission meeting. The Program Coordinator will reconcile the accounts monthly to show current year to date balance of the Recreation Revolving Fund balances to the Recreation Commission for their review.

Expenditures: Purchases that exceed $500 shall be discussed and reviewed during a public meeting. These discussions can take place either at a Recreation Commission meeting or during an Account Holder meeting. These meetings must be posted and open to the public.

Reimbursement of Cost: Reimbursement for all program costs will be paid out of the Recreation Revolving Fund. The Parks & Recreation Director will be responsible for approving the release of funds from the Recreation Revolving Fund to vendors.

Reimbursement of Out-of-Pocket Expenses: Reimbursements for out-of-pocket costs to individuals who have disbursed funds on behalf of an Account Holder must be submitted with receipts for payment. The individual must fill out a *Request for Payment from Special Fund Account* form and submit it to the Program Coordinator. Payment will be made within two weeks of receipt of an approved invoice.

Direct Invoices from Vendors: All invoices MUST be approved by the Account Holders and the Parks & Recreation Director. Payment will be made within two weeks of receipt of an approved invoice.

Revenues or Deposits into Account:
Program revenue shall be collected through the Park & Recreation Departments registration software. Fees will be processed by either credit card, cash or check. If participants pay by cash, the transaction must be completed in-person at the Parks & Recreation Department office.

Deposits to Accounts: All deposits are to be accumulated and totaled by the Program Coordinator and must be accompanied by the Program Income Sheet. The Program Coordinator will submit these to the town Treasurer or designee at least once a week for deposit and/or when the total exceeds $1,500.

Required Reconciliation: On a monthly basis, the Program Coordinator will submit to the Account Holder a current account balance and account detail for the last 30 days These documents are posted, shared and saved on a 'cloud' based spreadsheet. These spreadsheets are available for review at any time by all parties. Reconciliation between the two parties should be completed within 3 days to ensure accuracy of each account.

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Appendix

List of current Recreation Revolving line items:

Youth Sports Funds	***Program Funds***	***Agency Funds***	***Reserve Funds***	***Administrative Funds***
Baseball	Archery	Park Association	Donations	Bank Service Fees
Basketball	Bike Rental	Explorer Post	Park Donations	Returned Check Fees
Cooperstown	Coyote Club	Skate Park	Reserve Account	
Longhorn Baseball	Family Fun Day		Trail Maintenance	
Soccer	Family Trips			
Soccer Reserves	Lacrosse Camp			
Softball	Men's Soccer			
	Programming			
	Race Series			
	Senior Trips			
	Ski Program			
	Stone Oven Catering			
	Summer Camp			
	Summer Trail Series			
	Tennis			
	Office Expense			

Example of eligible expenses:

Youth Sports Funds	***Program Funds***	***Agency Funds***	***Reserve Funds***	***Administrative Funds***
Uniforms	Contracted wages	Event expenses	Strategic initiatives	Misc. Account related
Equipment related to the sport	Equipment related to the program	Capital items	Operational expenses	
Space Rental	Space Rental			
Officiating expenses	Officiating expenses			
Training	Transportation			
	Admission Fees			

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STRATHAM RECREATION COMMISSION

Revisions Adopted, 12/2/20

CONSTITUTION AND BY-LAWS

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BASIC BELIEFS

Shall provide every resident, regardless of athletic or financial ability, an equal opportunity to participate in all programs sponsored by the Stratham Recreation Commission (SRC)

- Parental/adult involvement is essential to the success of each program.
- Programs will have specific goals that are appropriate for each age level and shall range from attitude development to skill acquisition.
- Programs will provide for growth and continuity (i.e. expectation of continued participation) through all age levels.
- Emphasis will be given to the promotion of strong recreation level programs, which will reach the most number of participants.
- Shall promote a wholesome environment that will help our youth learn positive sportsmanship values. Parents, coaches and recreation community members shall be held to the same standards.
- Guidelines for operation, evaluation, and modification shall be an integral part of each program.
- Competency of coaches and/or leaders will be enhanced however appropriate.
- Safety in every sense shall be of paramount importance in each program.

RULES OF PROCEDURE

ARTICLE I. NAME

The name of this organization shall be the Stratham Recreation Commission (hereafter referred to as the "SRC").

ARTICLE II. AUTHORITY

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B: 5.

ARTICLE III. PURPOSES OF THE ORGANIZATION

To formulate policies, advise, recommend, promote, and maintain public recreation in the Town of Stratham in accordance with the laws governing public recreation in the State of New Hampshire.

1. To provide oversight to the Stratham Parks & Recreation Department (hereafter referred to as the "SPRD") in coordinating activities of a recreational nature in the

community and to obtain a maximum benefit for the citizens.

2. To conduct a public recreation program utilizing the local resources available in Stratham and our greater community.

3. To provide an adequate and balanced recreation program which meets the various needs and interests of every citizen.

4. To solicit the aid of existing organizations to accomplish these purposes.

5. To identify, develop and/or acquire additional programs or facilities that enhance the recreational offerings of the Town.

6. Other purposes consistent with RSA 35-8.

ARTICLE IV. MEMBERSHIP

The SRC shall consist of no less than (5) and no more than (9) residents of Stratham who shall be appointed by the Stratham Select Board. Five members shall be voting members, there are four alternate positions on the SRC. Alternate members shall have voting privileges when a member of the voting body is not present. The Select Board Representative shall be a voting member of the SRC. Members shall be appointed for three-year terms. Vacancies shall be filled by the appointing authority for the un-expired term. All members of the SRC shall serve without pay; however, they shall be reimbursed for approved out-of-pocket expenses.

ARTICLE V. OFFICERS

Section 1 Members

Annually the members of the SRC shall elect from its membership a Chair, Vice Chair,

Secretary and Treasurer to serve one year or until their successors are elected. A Stratham Recreation Commission member may serve as a non-voting member of a sub-committee of the Stratham Recreation Commission but may not serve as a liaison at the same time to that same Board. A new liaison will be appointed.

Section 2 Replacing Members

Any officer may be replaced at any time by a majority vote of the SRC members at an SRC meeting provided that the meeting notice specifies the proposed change. Alternates maybe utilized to replace members who are unable to attend meetings on a regular schedule. If members miss three meetings without an excuse, they are relieved of their duties as an SRC member. A letter of resignation will be requested of that member.

Section 3 Chair Responsibilities

The Chair shall officiate and preside over the SRC during its deliberations and shall see that the By-laws are properly enforced, and that the purposes of the Commission are accomplished. In addition, the Chair shall appoint committees as directed by the Commission and sign official documents on behalf of the Commission.

Section 4 Vice Chair Responsibilities

The Vice-Chair shall assist the Chair in the discharge of his/her duties, and in his/her absence shall preside over the meeting and assume all the responsibilities of the Chairs' office.

Section 5 Secretary Responsibilities

The Secretary shall maintain a record of all meetings and decisions of the SRC and shall issue all notices of regular meetings of the Commission and special meetings called by the Chair. This position and these duties can be delegated by the Chair of the SRC to the staff of the Stratham Parks & Recreation Department.

Section 6 Select Board Representative

The Select Board shall appoint a member of the Select Board to be an active voting member of the SRC. This member shall act as liaison between the SRC and the Stratham Select Board.

Section 7 Recreation Director

The Recreation Director will attend all SRC meetings. The Recreation Director shall act as an advisor to the SRC and not be a voting member.

Section 8 Financial Responsibility

The Stratham Recreation Commission shall maintain oversight of all financial matters related to the programs and events of the Stratham Parks and Recreation Department.

Oversight of the Recreation Revolving Account will be guided by NH RSA 35-B:2 and the Stratham Recreation Revolving Fund Policy and Procedure.

ARTICLE VI. Membership

Section 1 Sports Board Chairperson

The Stratham Recreation Commission gives the approval of designating the Sports Board Chairperson to the Stratham Parks and Recreation Director with oversight provided by the Commission.

Section 2 Sports Board Chairperson Responsibility

The Sports Board Chairperson, in conjunction with a program board, members of which shall be presented by the Program Coordinator and approved by the SRC, are responsible for the day-to-day operations of each program. They shall work together to schedule and conduct all necessary meetings, team selections, and other items related to successfully carry out the program. All members of sports boards need to be residents of Stratham.

Section 3 Sport Board Chairperson Removal

A Sports Board Chairperson may be removed if necessary by a majority vote of the SRC at any regular or special meeting of the SRC.

ARTICLE VII. MEETINGS

Section 1 Schedule

The SRC shall meet at a minimum of once every two months. Meetings during the summer months of June, July, and August may be waived by a majority vote of the

Commission members present at the previous meeting. The regular meetings shall be held at the Stratham Municipal Center at a day and time to be announced. Notice of all regular meetings shall

be provided to each member at least 24 hours prior to each meeting. Public notice shall be provided per RSA 91-A:2.

All sports boards shall follow a meeting schedule that is appropriate for their sport and approved by the Director of the SP&RD, however, at a minimum, an annual meeting with public notice as per RSA 91-A:2 shall be followed.

Section 2 Special Meetings

Special meetings may be called by the Chair or two members of the SRC at any time deemed necessary or desirable, provided public notice and notice to each member is given at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the meetings.

Section 3 Quorum necessary

At all meetings of the SRC, the presence of a majority of the Commission members shall be necessary to constitute a quorum. The action of a majority of the Commission members present at any meeting at which a quorum is present shall be the official act of the Commission.

Section 4 Meeting Format

General parliamentary rules, as given in Robert Rules of Order, and as modified by the rules and regulations adopted by the Commission, shall be observed in conducting meetings.

The order of business for regular and special meetings shall be as follows:

Call to order

Roll call

Consideration of minutes of previous meeting

Treasures Report

Report of Stratham Parks & Recreation Director

Communications and Miscellaneous

Old Business

New Business

Adjournment

The Rules of Order may be suspended, and any matters considered or postponed, by action of the Stratham Recreation Commission.

ARTICLE VIII COMMITTEES

The SRC shall appoint standing and/or special committees as necessary or required.

ARTICLE IX AMENDMENTS

These rules of procedure may be amended at any regular meeting by a majority vote of the entire SRC. Proposed amendments shall be submitted in writing and read to the SRC at the regular meeting the month before being voted upon. Any amendment shall take effect on the next day following enactment unless otherwise specified in the amendment.

ARTICLE X RECORDS

The records of the Commission shall be kept by the Town Administrator or their designee and made available for public inspection in accordance with RSA 91-A:4. Minutes of the meeting shall be posted on the Town of Stratham website. Minutes in draft form or an outline of the meeting discussion points shall be posted within 48 hours of meeting.

ARTICLE XI FINANCE AND BUDGET

Section 1 Annual Budget

The operating costs of programs sponsored by the SRC shall be met primarily through annual contributions from the Town of Stratham, and may be supplemented by participant fees and fundraising. Funds raised through program fees, donations and fundraising will be deposited into the Recreation Revolving Fund under RSA 35-B.

Section 2 Sports Boards Budget

Treasurers for the Sports Boards shall submit a budget three months prior to the start of each sport season; the Sports Boards shall review their proposed budgets for final approval with the Program Coordinator. This shall be done prior to registration opening for the upcoming season.

Section 3 Town Budget

The SPRD Director shall be designated by the Commission to present to the Stratham Select Board the SPRD operating budget request for the coming year as well as the Capital Improvement Budget; said request shall be prepared in time so as to be included in the Annual Town Report.

PROGRAM POLICIES

In accordance with the Basic Beliefs as stated in the introduction to the Constitution and By-laws, each Program will have developed policies which are to be incorporated in a Program Manual. The manual will provide information and guidance to program personnel, participants, parents and any other interested citizens.

The following items must be appropriately developed in the stated policies of each program:

1. Safety for participants, program personnel and spectators.

2. Program personnel -selection and qualification, duties, conduct, and participation in training sessions.

3. Objectives for program development, which will encompass:

   a. Skill and attitude goals for each age level.

   b. Equal opportunity for participation.

   c. Program growth and continuity through the highest age level.

   d. Promotion of maximum participation in all programs.

4. Program reviews which outline a representative procedure for community input.

5. Grievance Procedure that allows any issue to be reviewed formally.

6. Meetings and/or other means, which permit program personnel, parents (and others as appropriate) to share and resolve concerns.

PROGRAM ORGANIZATION

(1) Minimum Interest for SRC Sponsorship

Program Volunteers set guidelines outlining interest and commitment necessary to run a particular program in a particular age group, gender, or level (recreation or travel). The season of the program must be clearly outlined, start and end day of the season must be published at the time of registration. This may be important at the travel level if interest has increased or decreased and coordinators must decide SRC commitments to travel leagues. In such cases, coordinators must notify prospective players and their parents of said guidelines.

(2) Program Policies by Sport

Program Volunteers of the various sports shall make available a program manual for coaches, parents, and players of that sport. The program manual will contain specific policies pertinent to that sport as well as any adaptations of playing rules. No policies may be contrary to general SRC policies as outlined in this manual. Such manuals may also include rules for player's behavior, descriptions of positions for parent volunteers, schedules, maps, rosters, or other pertinent information.

(3) Affirmative Action

The SRC is committed to the goals and philosophy of affirmative action and equal opportunity for all.

(4) Registration

Registration should be done using the current registration format approved by the Parks and Recreation Department. The Program Coordinator will create the individual age groups/ categories for each season. Individual activities may use additional forms or request additional information as necessary (i.e. tournaments).

(5) Travel Teams -Levels of Play

Program Volunteers, in consultation with parents, coaches, and their respective boards, will decide on levels of play for travel teams in that sport. Such decisions will include league affiliations

If interest indicates that more than one travel team in a given age level could be formed, the Program Coordinator and board should consider whether qualified coaches and fields are available, and what impact the formation of an additional team will have on the existing recreational level program.

If a second team is formed they must also decide whether to enter teams of equal strength or teams divided by talent levels (e.g. A-B). Such decisions should consider both the rules of respective leagues and opportunities for meaningful competition for each team. Thus a "B" team should not be forced to play against a preponderance of "A" competitions, or be entered in a league where there is little chance of success.

(6) Program Evaluations

Program Volunteers are expected to submit to the SRC an annual evaluation of their sport program. Such an evaluation should include input from involved coaches. The Sports Board Chairperson, or their designee, may also seek input from players and parents. Evaluations should consider the following:

a. participating number of players; their age, and gender; number of teams; levels of play; number of games.

b. coaching education programs

c. fields/facilities particular improvement/problems in scheduling or maintenance

d. sports medicine -injuries reported, emergency procedures developed or altered.

e. equipment -changes in inventory, purchasing activities.

f. special problems/recommendations.

PARTICIPATION

(1) Basic Philosophy

As outlined in the constitution, the SRC exists to provide recreational programs as a developmental medium for local youth. All decisions about team operations must stem from the objectives of physical, social, psychological, and moral development.

(2) Opportunity to Participate

Whether on a recreation or travel team, every player must have the opportunity to practice and to play on an "equitable" basis with other players during every game. The SRC shall define Equitable as follows:

a. Players participating on recreational level teams must participate in each game, and play a reasonable amount of the total amount of playing time available, with a reasonable amount of time as defined by their sport to mean innings, time played, etc.

b. Players participating on travel teams shall play a sufficient amount of time so as to continue the meaningful development of their skills. Zero minutes or innings played in any game is not allowed. Special exceptions may be made when league; tournament, or national rules (e.g. ASA limited substitution rules) come into play.

c. Coaches who do not adhere to this rule shall be subject to review by the SRC.

Coaches may, however, adjust playing times for both recreational and travel participants in the following cases:

a) Player has consistently missed practices or games without contacting the coach

in advance to discuss the absence.

b) Player has been disruptive or unsportsmanlike in practices or games.

c) Players physical condition warrants less playing time

In all such cases, coaches should discuss the reasons for reduced playing time with affected players and their parents.

(3) Participation in Travel and Tournament Play

The SRC strives to provide travel team opportunities for all players willing to make the commitment to the more rigorous practice, game and travel schedule. Program Volunteers should make every attempt to meet this objective. The following situations however, may preclude travel or tournament participation for all players.

a) The Program Coordinator, in consultation with their board, coaches and parents, decides that a player is not capable of playing safely at the available levels of travel or tournament competition.

b) The number of interested players exceeds the maximum number allowed under league or tournament rules. (In this case, player selection must be made as outlined in "Try-out" section below), When interest allows, coordinators and coaches shall include the maximum number of players allowed by league rules on their rosters. Players precluded from travel or tournament play must be placed in a suitable recreational program, unless an unsafe condition exists.

c) SRC sponsored travel teams may begin at the 3rd grade level. Age groups below this level may not participate in tournaments external to the program.

(4) Rotation of Positions

In keeping with a developmental philosophy, coaches should strive to rotate players through different positions during the course of the season. Issues of safety or ability (e.g. baseball-softball pitching) may prevent rotation of all players through all positions, but coaches should rotate as much as possible.

(5) "Playing up" in Age Group

Players shall not be allowed to "play up" in an older age group. On recreation level teams players shall play within their school grade or age groupings as defined by their sport. On a travel level team, a player must meet the age criteria for that team.

(6) Out of Town Players

Out of town players will be allowed to participate in SRC sponsored programs on a space available basis when recreation programming is not provided in athletes' town of residence.

TEAM SELECTION AND OPERATIONS

(1) Definitions

a) Recreation level teams shall be comprised of all children willing to participate in that sport, with talent equally distributed across all teams.

b) Travel level teams shall be comprised of members selected, if necessary, by tryouts. Inclusion shall be based on talent, attitude, and commitment.

(2) Tryouts, Talent Distribution, and Feedback

Recreation level -Program Volunteers and their boards shall develop a system to distribute talent equally across all teams.

Travel level -In any case where either 1) some players will be cut from travel, or 2) more than one team will be created, and at different levels of play (e.g. "A", "8", etc.) the following procedures must be followed:

-the Coordinator and/or the coaches should notify prospective players of tryouts at least two weeks in advance. Notification must be done through email notifications and social media posts.

-the Coordinator and coaches may devise the selection procedures and criteria they deem most appropriate. They are encouraged however, to use "neutral" judges whenever possible.

-Coordinators are encouraged to outline travel team assessment and selection systems in their program manuals.

(3) Team Evaluations

Coordinators should have coaches evaluate their team and season. Such evaluations may be done orally or in writing. Coaches and Coordinators should seek the input of both parents and players in developing their evaluations. Reports may include the following:

a) Number, sex, and residency of the players

b) Players development (successes and failures).

c) Successes or problems associated with equipment or facilities

d) Any injuries that may have occurred during practices or games

e) Quality of assistance from other coaches involved with the team

f) Relations with parents (complaints, assistance)

g) Identification of how the SRC may help in aiding the team's objectives for the next season.

COACHING APPOINTMENT AND DEVELOPMENT

(1) Selection

(a) The Program Volunteers with the advice and assistance of their board shall have complete authority to appoint coaches for their sport, subject to any league or governing body requirements regarding coach certification.

(b) All SRC coaches should be at least twenty-one (21) years old. Coordinators may consider using younger coaches as assistant coaches or as head coaches working under direct adult supervision.

(c) In the event that the number of interested coaches exceeds the number of available positions, coordinators should assign head coaching positions on the basis of: service to the SRC, overall experience coaching the sport (including levels of certification or additional outside clinics or advanced seminars successfully completed), coordinators evaluations, and recommendations from others. Coordinators should then consider assigning the remainder as assistant coaches, with input from the head coaches already assigned.

(d) All coaches and assistant coaches must complete an annual background screening. Details of the criteria and process can be found on the Town of Stratham website. *Effective April 9th, 2014.*

(2) Education

Each Program Volunteer in conjunction with their respective boards shall develop an education program for their coaches. Travel team coaches shall be encouraged to obtain more advanced levels of certification as they progress through older age groups in their sport.

(3) SRC Training

The SRC shall provide copies of all pertinent SRC rules and regulations, and/or any changes thereto, to each sports board for distribution to all new and returning coaches on an annual basis as required.

(4) Evaluation

All Sports Board Chairperson are encouraged to develop a system whereby they can regularly evaluate the effectiveness of their coaches. Such evaluations should be organized and implemented in a spirit of developing better coaches to meet the objectives of the SRC. Therefore, coordinators are encouraged to provide as much positive and constructive feedback as possible to coaches. Suggested areas of evaluation include:

i. Technical knowledge of the sport

ii. Organization of practices

iii. Interaction with players, fellow coaches, officials, and parents

iv. Administrative performance (e.g. equipment, scheduling)

PARENTS, TEAM & SRC RELATIONS

(1) Parent Responsibilities

Parents are urged to participate in SRC operations. The volunteer nature of the SRC makes parent involvement necessary. Parents are expected to work with the SRC in fostering responsibility and commitment among the players. This includes:

i. Communicating with coaches about absences from practices or games

ii. Adhering to league and team rules.

iii. Traveling safely to practices and games.

(3) Transportation

Parents are responsible for their child's transportation. It is especially important that parents be on time to pick up their child after a practice or game. SRC coaches responsibilities DO NOT include supervision before or after designated times for practices or games. However, coaches should not leave the facility until all the children have been picked up by their parents or responsible persons. Parents should set up their own car pools.

(4) Grievance Procedure

Each coordinator must operate a grievance procedure whereby players or parents may seek resolution of disputes with other participants, parents, or SRC personnel. The approved chain of resolution is as follows:

-1st –Coach

-2nd -Appropriate sports board/ Stratham Parks and Recreation Department

-3rd- Stratham Recreation Commission

It is hoped that grievances can be resolved at the level of coach or sports board. Parents should follow the sequence of appeals as outlined above. The SRC board is the final level of appeal for any grievance.

SPORTS MEDICINE

(1) First Aid seminar and First Aid Kits

Each sports program shall make efforts to provide a first aid seminar at the beginning of the season for all participating coaches. It is strongly recommended that each participating coach attend. All coaches shall have access to a first aid kit at every practice and game. The contents of the kit shall be replenished as required by the Program Coordinator when requested by the coach. Each kit shall be restocked at the beginning of each season.

(2) Emergency Procedures

The SRC shall provide a written document to each coach at the beginning of the season, which outlines in detail, procedures to follow in the event of a medical emergency at

practices or games.

(3) Liability Waiver

Parents/Guardians of children participating on SRC programs shall complete a liability waiver at the time of registration. The waiver shall release the SRC of any responsibility for accidents that are involved with children participating on sports teams. Children will not be allowed to actively take part in practices or games until the liability waiver has been completed by the parent/guardian.

4) Injury Report

Coaches shall report all injuries suffered by a child at any practice or game as soon as possible to the child's parent/guardian. Injuries requiring administration of first aid shall be noted in a written report to the Program Coordinator, along with an explanation of what steps were taken to care for the child. All injuries requiring attention by a medical professional shall be reported to the Parks and Recreation office within 24 hours.

(5) Substance Abuse Policies

The presence or use of behavior affecting substances at SRC sponsored youth sporting activities is strictly prohibited except as prescribed by a doctor. Behavior affecting substances include alcohol, marijuana, and other controlled drugs.

(a) Upon reasonable evidence of drugs or alcohol use, the coach, coordinator, or other responsible person at the event shall remove the affected participant and notify the parent/guardian at the first opportunity.

(b) A report shall be made to the SRC at the next Commission meeting.

(c) Repeated offenses may result in prohibition of further participation of the affected individual in any SRC sponsored activities.

THIS DOCUMENT SHALL TAKE EFFECT ON December 2nd, 2020

_____

Chairperson, Tracy Abbot

_____ _____

Jeff Simeone April Mason

_____ _____

Sean Kotkowski Select Board Rep, Joe Lovejoy

Program Name	Start Date
~~Bone Builders 2020~~	1/3/2020
~~Bone Builders 2021~~	1/4/2021
~~Community Trip - Magic of Christmas~~	12/11/2020
FIFA21 Age 14+	1/19/2021
FIFA21 Age 8-13	1/19/2021
FORMS ONLY	2/2/2028
Fortnite Ages 14+	1/19/2021
Fortnite Ages 8-13	1/19/2021
Madden21 Ages 14+	1/18/2021
Madden21 Ages 8-13	1/18/2021
McIntyre Ski and Snowboard Program	1/8/2021
Minecraft World Builder (Online Class)	11/10/2020
NBA2K21 Age 14+	1/20/2021
NBA2K21 Age 8-13	1/20/2021
Painting Class (Dec 2020 - Jan 2021)	11/19/2020
Pat's Peak 2021 Learn to Ski/Ride Program	1/6/2021
Roblox Coding (Online Class)	11/12/2020
Rocket League 1v1 Ages 14+	1/16/2021
Rocket League 1v1 Ages 8-13	1/16/2021
Rocket League 3v3 Ages 8-13	1/16/2021
~~Senior Gathering Room 2020~~	1/2/2020
~~Senior Programming 2020~~	1/1/2020
Street Hockey (1st, 2nd & 3rd Graders)	11/5/2020
Street Hockey (4th & 5th Graders)	11/2/2020
Street Hockey (6th, 7th & 8th Graders)	11/2/2020
Super Smash Bros. Age 8-13	1/21/2021
Super Smash Bros. Ages 14+	1/21/2021
Tai Chi (Dec 2020)	12/2/2020
Tai Chi Beginner (Dec 2020)	12/2/2020

Stratham 2020/2021 Basketball Season Proposal

The following is a proposal for a 6 week basketball program beginning the week of January 16th in accordance with NHIAA standards and ending the week of February 20th. The season will be preceded by a Saturday scheduled small group ratings clinic on Saturday January 9th. Covid-19 safety protocols included.

Players

1. Upon arrival, before entering the building, masked players are screened, temperature taken, standard screening questions asked.
2. Players must wear masks and maintain social distance when arriving at and exiting the gym.
3. Hand sanitizer upon start and at end of each practice / game required
4. Players must wear masks when on the bench during games and must wear masks during any breaks in action during practice, but can remove masks while playing.
5. Players must keep their gym bag, water bottle 6 feet from others gear.

Coaches

1. Upon arrival, before entering the building, masked coaches are screened, temperature taken, typical screening questions asked.
2. Coaches must wear masks and maintain social distance when arriving at and exiting the gym.
3. Hand sanitizer upon start and at end of each practice / game required
4. Coaches must wear masks throughout games, and practices.
5. Coaches must keep their gym bag, water bottle 6 feet from others gear.
6. Whistles can be used under a mask, or hand pump whistles can be purchased by rec. department.

Parents

1. 1 spectator is allowed (not required) in the gym for games and or practice per child to help maintain small gathering requirements.
2. Upon arrival, before entering the building, masked parents are screened, temperature taken, typical screening questions asked, hand sanitizer applied.
3. Parents must wear masks and maintain social distance when arriving at and exiting the gym.
4. Parents must wear masks and maintain 6 feet of social distance throughout games, and practices. Gyms may be marked on bleachers with 6 foot distanced X's to indicate where seating is allowed with tape.

Referees

1. Upon arrival, before entering the building, masked refs are screened, temperature taken, typical screening questions asked.
2. Refs must wear masks and maintain social distance when arriving at and exiting the gym.
3. Refs must wear masks throughout games, and practices.
4. Refs must keep their gym bag, water bottle 6 feet from others gear.
5. Whistles can be used under a mask, or hand pump whistles can be purchased by the rec. department.

Gym Space and Equipment

1. Benches, seating, will be sanitised between games / practice (an additional paid custodian may be necessary)
2. Each coach will have a set of (3-6) basketballs in a bag (instead of a shared rack), along with cones, and other basic equipment decided by the board. Also included in the bag will be hand sanitizer, spray sanitizer, and paper towels. Coaches will be tasked with sanitizing and wiping down this gear before and after each session. (Spray Sanitizer and paper towels to be provided by the rec. department).

Team Building, Practice, and Scrimmage plan

1. Teams will be limited to Stratham residents only.
2. A scheduled ratings clinic (due to group gathering restriction concerns) will be held with 8 players and 2 coaches in 20 minute increments with 20 minute breaks between each session for sanitation and social distancing purposes. Fair teams will be built by coaches and board based on this events scoring, previous coaches' player knowledge of skill level, and age.
3. Teams will be capped at 8 players with 2 coaches to help with possible more strict covid gathering restrictions and contact tracing.
4. Each week teams will have 1 weeknight 60 minute basketball session (depending on gym availability). Each team assigned half a gym for 30 minutes of skills and drills followed by a 30 minutes scrimmage against the team using the other half of the gym.
5. Each week teams will have 1 Saturday 60 minute basketball sessions (depending on gym availability). Each team assigned half a gym for 30 minutes of skills and drills followed by a 30 minutes scrimmage against the team using the other half of the gym.
6. Saturday teams will rotate, weeknight teams will not.
7. If governmental regulations require the Saturday rotations can be shifted to the same teams as the practice night to limit exposure / contacts.
8. If further gathering number contraction is required the single teams can practice and half court 4 v. 4 scrimmage on their own.
9. 30 minutes will be built in between sessions for teams to exit, facilities to be sanitized, and new teams to be screened and enter the gym.

10. Coaches will be asked to help facilitate social distancing and mask wearing by fans / family/ and players. They will be encouraged to make sure kids are not hanging around in the gym or hall before or after sessions. This message should be clearly communicated to parents and players.
11. Teams will be limited to a ¾ boys and girls division and a ⅝ boys and girls division. If gym time is made available at SMS a ½ coed division may be added based on interest with lowered hoops.

It is understood that nothing will be done to undermine the sacrifices made by schools, parents, and any other stakeholders connected to having a basketball season. Any sign of illness or word of exposure of any player on any team will immediately lead to suspension of games and practices for these teams and we are fully prepared to cancel the season at any time if necessary. For this reason we propose a drastically reduced cost for the season set by the rec. department that is non-refundable. It should be made clear on registration documents that this season could be abruptly cancelled or drastically modified at any time, and there will be no reimbursements. Register at your own risk.