

Hereford Zone Recreation and Parks Council New Program Procedures and Guidelines

Section I – Purpose

The purpose of this document is to aid in the formation of a new program to be sponsored by the Hereford Zone Recreation and Parks Council (hereafter known as “HZRPC”).

Section II – Program Selection

1. Select a new program and determine if the program will benefit the community. This program must not be competing with one currently offered through HZRPC and must be an asset to the existing list of programs. (Note: if new program will be summer camp, refer to *Summer Camp By-Laws and Procedures*)
2. Create a program budget
Refer to the *Financial Procedures* document for additional requirements.
3. Prepare a Program Description, that should include, but not limited to:
 - a. Brief description of the program
 - b. Facilities required and frequency
 - c. Personnel required – volunteer and/or paid contractor (see Paid Contractor section)
 - d. Include any affiliations/club the program will be a member of
 - e. Description of any tournaments, proposed dates, anticipated number of teams (and whether they are all from within the program, from other recreation councils or otherwise)
 - f. Beginning and ending dates
 - g. Age(s) of participants
 - h. Anticipated number of participants
 - i. Any requirements for certificates of insurance to be furnished by Baltimore County Department of Recreation and Parks
4. Select a program chairperson. The program chairperson must be recommended by a member of HZRPC and can not be related to (including by marriage) or have any business affiliations with the paid contractor, if applicable.

Section III – Program Approval Process

Once Section II has been completed, then:

1. Request to be placed on the agenda of the next HZRPC Executive Committee meeting. Such request should be submitted to the President at least 2 weeks prior to the meeting.
2. Present the program and budget to the Executive Committee. If approved by the Executive Committee, the program will be presented at the next general meeting to be voted on. (see Constitution)

Section IV – Permits and Registration

If the program is approved, the following are required:

1. Complete required *Request for Indoor Facilities* or *Request for Outdoor Facilities*
The forms are available for download from www.herefordrec.org or from the Hereford Rec Office (see contact information). Submit the form(s) to the Hereford Rec Office 4-6 weeks prior to the requested date to allow time for the request to be processed. Forms need to be submitted for any facilities that the program will use, including, but not limited to:
 - a. registration
 - b. meetings
 - c. program activity
 - d. tournaments
 - e. fundraisers

2. Paid Contractor, if applicable
 - a. Determine if paid contractor is required for this proposed program
 - b. Prepare a comparative analysis to determine if contractor fee is competitive
 - c. Determine if contractor requires participation in Gifts and Grants program (see Section VIII for additional information). If not, contractor must provide liability insurance of \$500,000 or greater amount as determined by the Executive Committee
 - d. A background check must be completed prior to the start of the program (allow 6-8 weeks for results). See Section VII for additional information.
 - e. *An Agreement of Independent Contractor* must be completed and signed by all parties before the program can begin.

3. Registration
 - a. Select a registration date for participants to register.
 - b. The *Request for Indoor (or Outdoor) Facilities* form must be completed for the space where the registration will be held. The permit must be approved prior to the registration date.

4. Registration Forms
 - a. Standard registration forms are available from the Hereford Rec Office.
 - b. If the chairperson needs additional information that is not included on the standard form, then that information may be requested in the form of a flyer or on the back of the standard form.

5. Required forms
 1. Code of Conduct
To be signed by all coaches and volunteers
 2. Code of Ethics
 3. Parental Code of Conduct
 4. Medical Release (only required if participant has an medical limitations, as checked off in the Medical Release disclaimer)

6. Program Flyers

Prepare a flyer to be distributed to the schools, library, etc. to announce the new program and any registration date(s). This form must be approved by the Hereford Rec Office. Provide the Hereford Rec Office with a copy of the form at least 2 weeks prior to the desired distribution date. If approved, the Hereford Rec Office will copy and distribute the form.

Section VI - Background Check

Background checks are a Baltimore County requirement for any paid contractor who will have contact with minors. This is a necessity to insure that such individuals do not pose a threat to the children in our community.

The process begins at the Hereford Rec Office by obtaining the required forms and then directed to one of the designated Baltimore County offices for finger printing. Contact the Hereford Rec Office for the locations.

Once this is completed, the form will be sent to CJIS (Criminal Justice Information Systems) for a thorough criminal background check. This procedure usually takes 6-8 weeks (or sometimes longer) so plan accordingly. According to Baltimore County regulations, the program can still start without the background check completed, however, the paperwork must be completed prior to starting the program.

Section VII – Group Leadership Gifts and Grants Program

This is the Baltimore County Department of Receptions and Parks Directive # 8. It states:

“Due to fiscal constraints, the Department of Recreation and Parks will not provide paid leadership for the following: adult programs, tournaments, tots and child care programs. The Group Leadership Gifts and Grants Program enables the County’s Recreation and Parks Councils to donate funds to be utilized to pay for leadership for these programs or to expand other programs beyond budgeted funding.

The following procedures shall be followed by Department staff and Recreation and Parks Councils desiring to participate in this program:

1. Assigned staff member and Recreation and Parks Council will determine which programs they want to designate for participation in this special payment process.
2. Local staff member, with the cooperation of recreation council volunteer, will determine leadership costs.
3. Staff member will be responsible for the following:
 - a. Ensure that the Recreation and Parks Council submits a check to the Department to cover leadership costs prior to the start of the recreation program. All checks are to be made payable to "Baltimore County, MD."
 - b. Checks shall be submitted to the Account Clerk located in Department's main office. All checks are to be accompanied by a pre-numbered Central Billing Invoice. Invoices can be obtained from the Account Clerk. The invoice must include the Gifts & Grants Community Code. A copy of the invoice verified by the Office of Budget and Finance will be returned to the staff member.
4. All checks will be deposited into the Group Leadership Gifts and Grants account. Any surplus balances can be carried into the next year and used for future programs or can be refunded to the Recreation and Parks Council (minimum refund is \$100). Local staff must request refunds via a written memorandum."

If a paid contractor is paid through this program, they will be covered under Baltimore County liability insurance. To be eligible for this program, the contractor must pass a background check.

Section VIII – Volunteer Selection

HZRPC is a volunteer based organization. At this point, only paid contractors are required to have a background check. However, it is important for the program chairperson to screen volunteers as best as possible. It is recommended that the program chairperson:

1. Review sex offender database for possible violators who have volunteered. These can be reviewed at the Hereford Rec Office or online at the Maryland Sex Offender Registry at http://www1.dpscs.state.md.us/sor/online_view.shtml
2. Follow the Code of Conduct.
3. Follow the Code of Ethics.
4. Follow the Grievance Policy.

Section IX – Budgetary Responsibility

1. The program chairperson must remain within the program budget for all expenditure. If the program expenditures exceeds its revenue, the Executive Committee may request an audit or suspend the program (see Constitution)
2. The program must comply with the *Financial Procedures*.
3. Any expenditure outside of the budget will not be reimbursed.
4. Any sales tax paid will not be reimbursed.

Section X – Expenditures

1. It is the responsibility of the chairperson to ensure the all equipment, supplies, uniforms, fees, etc. are paid in full and in a timely manner.
2. Keep all records and copies of receipts for two years.

Section XI - Website

It is recommended that all programs have information about their registration dates, cost, general information, contact information, etc. on the HZRPC's website. It is the program chairperson's to update this information. Contact the webmaster for instructions.

Section XII - Downloadable Forms and Procedures

The following procedures and forms are available for download at www.herefordrec.org.

Procedures

1. Financial Procedure
2. Determining if contractor should go under Gifts and Grants program
3. Background check brochure
4. Code of Ethics
5. Code of Conduct
6. Parental Code of Conduct
7. Summer Camp By-Laws and Procedures

Forms

1. Request for Indoor Facilities
2. Request for Outdoor Facilities
3. Agreement of Independent Contractors
4. Sample Registration
5. Sample program flyer
6. Medical Release

Section XIII - Contact Information

	Contact	Telephone	Email
Website	Webmaster:		
	Program changes:		
Hereford Rec Office	Kara Burman	410-887-1938	herefordrec.office@verizon.net KaraBurman@yahoo.com
Criminal Background Check	Kara Burman	410-887-1938	herefordrec.office@verizon.net KaraBurman@yahoo.com
CJIS	Customer Service	410-764-4501	
HZRPC Executive Committee			
President	Eric Van Den Beemt		
Vice President	Roger Fitzgerald		
Treasurer			
Secretary			

SAMPLE TASK AND TIMELINE

TASKS

Section II
Select New Program
Create Program Budget
Prepare Program Description
Select Program Chairperson
Section III
Request to be placed on Executive Committee Agenda
Present Program and Budget to EC
Present Program and Budget to HZRPC members
Section IV
Submit Request for Facilities forms
Start Background Check process
Complete Agreement of Independent Contracts, have all parties sign
Complete/submit registration forms to Hereford Rec Office
Complete/submit program flyers to Hereford Rec Office
Registration
Section X
Purchase equipment, uniforms, supplies, etc.
Section XI
Submit program information to the webmaster

TASK TIMELINE TO START OF PROGRAM

	5 months	4 months	3 months	2 month	1 month
X					
X					
X					
X					
		X			
			X		
			X		
			X		
				X	
				X	
				X	
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