

# Cockeysville Recreation Council

## Policies and Procedures

### 1. Player Participation and Positioning

The purpose of this Policy is to provide reasonable guidelines for equitable player participation in recreational activities. If a program abides by league rules which establish player participation guidelines, those rules shall govern. However, in the absence of prescribed league rules, each program must provide specific guidelines to the Council as well as to prospective participants (possibly in the registration flyer). *It is expected that in-house and clinic participation shall be equal for all participants subject to coaches having discretion with respect to attendance, health, safety, and conduct when determining player participation.* To avoid misunderstandings, it is expected that coaches will communicate limited participation decisions for any of these mentioned reasons to the parents. Coaches who fail to adhere to this policy may be dismissed from coaching or mentoring in council activities. Program chairpersons are expected to monitor this behavior and enforce the policy.

With regard to player positioning, particularly at younger ages and beginning skill levels, it is intended that all participants will have the opportunity to learn and play more than one position (for instance, offense and defense) to promote well rounded players who have exposure to more than one position for that activity.

### 2. Committees

CRC expects that all *youth* programs will be administered by a committee [*of volunteers*]. Ideally, committees should be established with the following positions:

- chairperson
- vice-chairperson (optional)
- age-group commissioners
- inventory manager
- registration manager
- sport treasurer
- other at-large participation

The purpose of the committee is to administer a program that reflects multiple views on the sport; the views of parents, coaches and the community. It is recommended that programs in excess of 100 participants should have no fewer than seven committee members.

Chairpersons are to submit a list of committee members, with names, addresses and telephone numbers, to the Council by the February meeting each year. Chairpersons who fail to operate by committee will be replaced.

### **3. Decorum**

CRC expects that all persons involved in each sport or activity will conform to the highest standards of good behavior. All persons in this Council must set the standard of behavior we want our children to exemplify. This pertains to coaches, parents, spectators and participants. Coaches are expected to monitor this behavior and to correct unacceptable behavior immediately. Vulgarity, harsh words, and threats of physical violence have no place on our community fields and such behavior will not be tolerated, whether directed internally or externally to game officials or opponents. Only coaches may address an issue with game officials. Coaches, particularly travel coaches, should wear a shirt identifying him or her as a program coach; the program should supply the shirt. Only playing participants may enter a field of play at any time during an athletic contest; coaches, parents and non playing participants are prohibited from doing so. Parents will be required to sign a Baltimore County Code of Conduct as part of each registration process. Discipline will be appropriate to the violation.

### **4. Attendance at Council Meetings**

CRC expects that all program chairpersons will attend Council meetings. Chairpersons are expected to attend a minimum of three (3) meetings per year. Council meetings (unless rescheduled) are held on the second Monday of every month from September to June at 8:00 p.m. in the Cockeysville Middle School library. The purpose behind the attendance is to ensure that the Council becomes aware of the progress of that sport or activity and to share with the chairperson any comments received about the program. Provided there is continuity in providing the same individual to meet this requirement, a knowledgeable substitute is acceptable. Chairpersons are expected to attend Board meetings for budget approvals.

## **5. Program Budgets**

A final budget for each program is required sixty (60) days prior to the onset of activities. The Board will review the final budget and make a recommendation to the Council. The chairperson will be notified no less than thirty (30) days prior to the onset of activities on the approval or amendment to the program budget.

## **6. General Fund Requests**

CRC expects that programs may occasionally require funds beyond those they receive from registration donations and fundraising. The Council collects a tithe from each program or activity which is deposited in the Council<sup>1</sup>'s General Fund. Programs pay different tithes according to whether they are volunteer or independent contractor programs. The purpose of the General Fund is as follows, essentially in order of the priority for payment:

1. Payment of office expenses, outside those covered by Baltimore County;
2. Payment for program safety needs;
3. Payment for web site maintenance;
4. Payment for program capital requests; and
5. Payment for coaching certification and licensure.

Requests for funds for office expenses, program safety needs and web site maintenance may be made at any Board meeting for recommendation to the Council; capital requests and coaching certification and licensure requests must be submitted by or before the March meeting of each calendar year to the Board for review and recommendation to the Council. Decisions will be made by the May meeting of the Council and programs notified at that meeting.

## **7. Capital Requests**

CRC expects that programs will from time to time require investments in capital equipment such as soccer goals, bonnets for backstops, etc. Capital requests are for such capital investments and generally cannot be paid by program post-tithed revenues. Capital investments are expected to have a life expectancy of more than (5) years, absent vandalism and other destruction. Capital requests for uniforms and other perishables will not be entertained as capital requests, except for new programs who generally have insufficient funds in the initial budget for such startup expendables. Capital budgets are due by or before the March meeting of each year as part of a program<sup>1</sup>'s request for General Funds.

## **8. Membership**

Membership in the Council is defined as attendance at any three (3) meetings during the previous consecutive twelve-month cycle, regardless of beginning or end of calendar or fiscal year. Membership entitles the member to vote on issues coming before the Council, except for elections (see Election Membership).

## **9. Election Membership**

In order to be eligible to vote in an election of the Board or to serve on the Board, a person must have attended a minimum of (3) meetings in the preceding calendar year prior to the January elections (January through December of the immediately preceding year).

## **10. Amendments to the Constitution and By-Laws**

Amendments to the Constitution and By-laws requires a two-thirds majority vote of the Council, which includes the Board. Such amendments may be recommended at any meeting of the Council as the first order of new business (excepting January where elections are the first order of business and amendments the second order of business). The amendment must be introduced at one meeting, then voted on as the first order of old business at the next meeting of the Council. Any request for amendment to the Constitution or By-laws may only be made once in any calendar year. Amendments may only be voted upon at regular Council meetings.

## **11. Check Signing**

Each year following elections the President of the Board will select members of the newly elected Board to sign checks on behalf of the Council. Signatories must include the President, Executive Vice-President and Treasurer. The Treasurer will secure signature cards for the bank for those selected to sign checks. Any check in excess of \$1,000.00 requires the signature of either the President or Executive Vice-president. If, for any reason, a signatory does not want to sign a particular check, such action is acceptable provided that the signatory notifies the Treasurer immediately so that another signatory may be summoned to sign the check.

## **12. Payment to Vendors**

It is the policy of this Council that vendors who have provided goods and services to any program be paid promptly. Once an invoice is received by a program, it is to be placed as soon as possible in the bin for the Council<sup>1</sup>'s accountant to draw a check. If the Board, any member of the Board, or any check signer disagrees with the nature of the expenditure, it is still the responsibility of the Council to make payment to the vendor and raise the legitimacy of the expenditure at the next Board meeting.

## **13. Requests to CRC Office for Office Assistance or Field Leadership**

A program may designate more than one person to make requests for assistance from the Cockeyville Recreation Council paid staff. The chairperson must identify for the staff those persons who will be able to act on behalf of the program and the limit of their authority. Such designations must be made in writing to the office, signed by the chairperson.