

Mission Statement

The Greenland Recreation Department strives to provide affordable, quality programs meeting the desires of the community. We are committed to providing quality recreational services, which are educational, fun and rewarding and enhance the quality of life for all ages cultures and abilities.

Vision

The department offers a variety of youth athletic programs for participants of all abilities. We will strive to expand activities to a wider variety of participants. All of our offerings or sponsored events are in a safe a learning environment. Many programs are offered in collaboration with Town, Individuals or other Organizations in order to meet customer demand and minimize the cost. This board, along with the town administrators, takes responsibility for maintaining and improving the town's recreation facilities to ensure that the quality programs are offered at quality surroundings.

The Recreation Board entrusts programs to volunteer coordinators who donate a great deal of time and effort in order to have successful programs. The Board understands that even though people are volunteering we must maintain a well-educated and trained group. Without the proper training of the staff and coaches, the programs cannot run at the high level this board and the participants are expecting. The Board will constantly evaluate and assess all programs to assure that programs are safe, of the highest quality and meet participant needs. In order to find the right volunteers and attract the widest number of participants, the Board will use technology to effectively communicate, recruit, and market itself. The Recreation is a creative, growing, and vital part of the town.

Goals

To fulfill this purpose the Recreation Board has established the following goals:

1. To educate the community on the importance of participating in and providing wholesome activities
2. To educated the community on the importance of personal fitness and to provide personal fitness programs
3. To provide instructional, competitive and recreational opportunities in individual and team sports

Competitive sports are a major pastime of society. The Recreation Department

provides opportunity for various levels of instruction and competition. Programs plan to teach basic skills, to improve the participant's enjoyment, and to encourage sportsmanship and team play.

5. To provide for the enjoyment of cultural and artistic activities

Sensitivity to and appreciation for the arts are vital links to the development of the whole person. The department supports the development of arts related activities.

6. To provide opportunity for the participation in wholesome non-competitive activities

Leisure time interests vary according to the individuals within a community. The Recreation Department would like to expand and diversify programming to serve the interests of the community.

7. To provide for the planned development of recreation facilities to meet the recreation needs of the community.

Adequate facilities should be made available to all residents. Through cooperative planning with school, government and community organizations and agencies, a planned facility development program can be realized.

When considering the total function of the Greenland Recreation Department as a public agency in relation to the entire town, the objectives of the department could be incorporated into a statement similar to the following.

To provide a well-rounded recreation program conducted in safe, clean and attractive environments. This program is to reach all citizens without regard to race, color, sex, age, or disability. To further, qualify this general objective, the term "recreation" should be defined. George D. Butler defines recreation, in his book, Introduction to Community Recreation, "as any form of experience or activity in which an individual engages from choice because of the personal enjoyment and satisfaction which it brings directly to him." Satisfactions which people seek through recreation, according to Butler, include the joy of creation, fellowship, adventure, a sense of achievement, physical well-being; use mental powers, emotional experiences, enjoyment of beauty, a sense of service and relaxation.

Description of Services

The Greenland Recreation Department is dedicated to offering activities that enhance the quality of life in Greenland through physical, social and intellectual activity. The Greenland Recreation Department currently offers a number of physical activities in the form of youth sports programs. The area of adult and senior programming is currently lacking. The board is open to new ideas from

the public and is willing to sponsor any activity that is considered recreational, and enough interest is shown.

The Greenland Recreation Department sets policies governing recreation. These policies fall into two classifications:

- 1) Programs
- 2) Facility Use

A. PROGRAM

1. It is a policy of the Greenland Recreation Department to carry out a well-balanced and well-planned program. Each activity should be carried through to a satisfying culmination with the guidelines and rules remaining consistent throughout the activities entirety.
2. Emphasis should be placed on meeting the needs of the entire Town of Greenland and secondly the surrounding outside communities.
3. The recreation department is required to have a Program Coordinator to make plans for all seasonal programs and special events held.
4. Staff should endeavor to formulate a consistent set of rules/guidelines prior to all events where such rules/guidelines have not formerly been established.
5. Program activities are planned annually. This eliminates overlap in major sport programs and other activities.
6. A request for a private rental affair can only be booked when and where it will not interfere with scheduled program activities.
7. Upon approval, the program for the recreation center must be publicized so that the community will be aware of the recreational opportunities offered.

FACILITIES

1. The Town of Greenland keeps all its facilities safe, clean and attractive.
2. Greenland Recreation Department operates under the Facility Regulations approved by the Town Of Greenland and those which have been implemented by the Recreation Board...

These regulations are:

- a. The parks, ball fields, tennis courts, other town recreational facilities coming under the jurisdiction of the Recreation Department are intended for the use of the citizens of Greenland.
 - b. The Recreation Department operates under the laws of the State of New Hampshire, and the Town of Greenland and use of the facilities must comply with said laws except where they may conflict with Federal laws or Federal Court Injunction with which the Recreation Department must comply.
 - c. The use of any facility and payment thereof must be on an as is basis.
3. The Field Coordinator will be chosen from the Recreation Committee Members. The field coordinators responsibilities will include reserving field space and coordinating use of school facilities with the Greenland Central School. In each case, the coordinator is required to obtain confirmation in writing of the scheduling of facilities.
 4. When renting any Recreation field, the field coordinator is to review with the renter all pertinent rules applying to the facilities.
 5. All rental groups are held responsible for clean up and removal of all non-departmental property. This includes removing trash, and returning equipment to its original location.
 6. Any and all Monies collected for rentals, program fees, etc. will be paid in full, in advance unless otherwise agreed to by the Recreation Committee.
 7. There is absolutely no gambling, alcoholic beverage, tobacco products, drugs or weapons permitted in any Recreation facility.
 8. The Recreation Committee retains the right to waive any or all parts of this policy.

Reservation Procedures:

1. Parties interested in reserving a park facility must contact the field coordinator. The coordinator will schedule and sign the contract of the facility with the group or persons using the facility. A confirming receipt will be given to the renting party.

Programs and activities of the Town of Greenland Recreation Department will receive priority use of all fields and tennis courts. Additionally, Greenland Central School will receive priority use of seasonal athletic facilities. No outside groups will be allowed to schedule events until after all Recreation Department Schedules are completed.

Any travel or tournament team whose members are Greenland residents may reserve a field without charge, only, five days prior to usage.

Any other group or organization not affiliated with the department must pay a field usage fee, and reservation forms must be turned in to the department no later than two weeks prior to requested date. The Recreation Board must approve all non-affiliated reservations, and retains the right to negotiate rental fees. Rental fees are due no less than one week prior to function.

The rental fee will be \$25.00 for a two-hour block at Krasko Field.

The rental fee will be \$8.00 per two-hour block at all other fields.

Tennis courts may be reserved for \$6.25 per hour.

All athletic programs have first priority on the use of ball fields/facilities. Any other interested individual/groups must contact the field coordinator to receive permission for field use.

If any group not affiliated directly with the Greenland Recreation Department seeks use of Krasko Field and night use, an additional fee will be charged for the light use. If the usage is reoccurring then a deposit up front must be made.

New Programming

New programs may be introduced by any member of the community. The board is willing to sponsor any activity that meets the following criteria;

- 1) There is enough interest in program?
- 2) Does it meet the goals of the Recreation Department?
- 3) There are adequate facilities available to support the program?
- 4) A qualified Coordinator has been identified.
- 5) It can be done at reasonable expense to the participants.

Volunteerism

The Recreation department is run by volunteers from top to bottom. We cannot thank enough the people who give their time to organize the programs and teach our children. The department also understands it is imperative that the volunteers be trained properly. All Coordinators of programs and coaches of sports must attend a training course of at least one hour to be set by the Recreation Board. This training will include the philosophy of the Recreation Department as well as expectations of you as the coach. All First time coaches must attend before allowed to participating. We on the board understand you are volunteering and will understand the importance of this training.

ETHICS

Notice to All Participants, Parents/Care Givers and Coaches

The following contains various codes of ethics that participants should follow if they participate, either as a player or coach involved in any athletic programs sanctioned or sponsored by the Town of Greenland and Recreation Department. You must read and agree to follow these codes of ethics in order to participate, or have a child/ward participate, in the Recreation Department programs. By registering a child/ward for Recreation Department athletic programs, the parents/care givers impliedly consent to abide by these rules/codes of ethics. These rules/codes of ethics are not meant to be an exhaustive list of required and acceptable behavior. The Recreation Committee has the right to suspend or permanently terminate any player, coach or parents participation in Recreation Department activities for inappropriate or wrongful conduct in the course of any program.

PLAYERS CODE OF ETHICS

Coaches and parents have a responsibility to provide the best possible experience for the youth in sports programs. However, the players also have certain responsibilities related to their participation. The Players Code of Ethics should be read and kept by each participant.

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players Code of Ethics Pledge.

I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify my coach if I cannot.

I will do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!

I will encourage my parents to be involved with my team in some capacity because it is important to me.

I will do my very best in school.

I will remember that sports are an opportunity to learn and have fun.

I will follow the rules and regulations applicable to whatever program I am participating in, including, those rules and regulations which may be applicable to any building, field, court or gym where the program takes place.

PARENTS CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents Code of Ethics Pledge.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or to the youth sports events.

I will place the emotional and physical well being of my child ahead of a personal desire to win.

I will help assist my child to play in a safe and healthy environment by making sure he/she does not wear any clothing/jewelry, which may pose a risk of injury to my child or any other participant.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand that my child is free of drugs, absolutely no tobacco, and alcohol, and will refrain from their use at all youth sports events.

I will, as a parent, not use any tobacco, drugs, or alcohol at any sporting event.

I will remember that the game is for the youth not for adults.

I will do my very best to make youth sports fun for my child.

I, as a parent, agree to use no foul language of any form during youth sporting events.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, color, creed, or ability.

I promise to help my child enjoy the youth sports experience by doing whatever I can, such as always being a respectable fan, and assisting with coaching or providing transportation when I can.

I will instruct my child that being a good sport means he/she must never fight with other participants or use abusive or inappropriate language during athletic programs.

I will instruct my child to follow the rules and regulations applicable to whatever program he/she is participating in and to instruct my child to follow those rules and regulations which may be applicable to any building, field, court or gym where the program takes place. I also agree to abide by all **rules** and regulations applicable to specific venue where my child's program takes place.

COACHES CODE OF ETHICS

As a volunteer coach in any Recreation Department athletic program, I will pledge as follows:

I will use absolutely no drugs, alcohol or tobacco.

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

I will use no foul language of any form during any sporting events.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players and players of opposing teams.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

I will follow other rules and regulations which may be applicable to specific athletic programs which I am coaching and the rules and regulations for the building, field, court or gym where I am coaching.

NO TOLERANCE RULE

The following activities will not be tolerated and offender may be subject to suspension, expulsion and/or criminal prosecution. These rules apply to all such as spectators, coaches, players, game officials and parents. Please advise that we are promoting a positive atmosphere and good sportsmanship.

TOBACCO USAGE DURING LEAGUE PLAY AND PRACTICES

ALCOHOLIC BEVERAGES

FIGHTING

STEALING

PROPERTY DAMAGE

TRESPASSING

DISORDERLY CONDUCT

HORSEPLAY

ROWDY BEHAVIOR

CRIMINAL DAMAGING

LITTERING

LANGUAGE (foul or inappropriate)

WEAPONS OF ANY SORT

OTHER GUIDELINES SET IN OUR SPORTS BY-LAWS UNDER CONDUCT

This list is not meant to be an exhaustive list of prohibited or permitted activities. The City of Enterprise reserves the right, as determined by its employees and the staff of the Recreation Department, to terminate or suspend any person from the premises at any time for wrongful conduct as stated above or otherwise.

Program Coordinators

The program coordinators are the direct supervisors of a given activity. It is imperative that as a board we strive to find highly qualified individuals for these positions. The coordinator has many responsibilities including but not limited to:

- 1) Ensure there is enough interest in the activity.
- 2) Recruit knowledgeable, organized staff.
- 3) Distribute and return, to town the town administrator, background check paperwork prior to start of season.
- 4) Set times of the activity including practice and game times (if possible) before the registration period.
- 5) Advertise at least two weeks prior to registration. Include all pertinent information. Including times of the activity, in case of team activities tryouts and future practice schedules should be included.
- 6) You are responsible for all necessary equipment. Inventory and determine needs and order appropriately.
- 7) Order new equipment as needed.
- 8) Become familiar with the activity specific curriculum
- 9) Schedule at least one training and informational meeting for the volunteer staff. Coaches will be trained with the sport specific curriculum.
- 10) Schedule all necessary field or building space,
- 11) Act as the town liaison if outside groups are concerned. I.e. Sports coordinator would represent town at league meeting.
- 12) Communicate with the recreation committee prior to the activity and lay out the plans for the season.
- 13) Communicate with the Recreation Committee at the end of the season. This meeting will include, but not limited to, recommendations for future

- improvement of the program, an inventory of equipment, and budget for the following season.
- 14) Coordinators and all volunteers will be reviewed by survey questions about the overall program experience to either participants or in the question of youth sports teams their guardians or parents. Coordinators will also be reviewed by the coaches and coaches by the coordinator.
 - 15) Coordinators will do what they can to recruit an assistant coordinator who will replace the coordinator in the future.
 - 16) Communication is vital to the success of any program. The Coordinator will use all means possible to communicate with staff and participants.

BY-LAWS

GREENLAND RECREATION DEPARTMENT

TEAM SPORT BYLAWS

I. GOVERNING BODY

- A. The Recreation Committee

II. LEAGUE AGES

- A. Groupings are currently based on school year enrollment for all teams..

III. REGISTRATION

- A. Registration dates will be established by the program coordinator. There will be a minimum of two days of registrations for all team related activities. Registrations are publicized by means of GPO newsletter, newspapers, e-mail, posters, recreation newsletter, recreation website and town sign. The following schools will be contacted, GCS, Cornerstone, Berwick Academy, St. Pats, Portsmouth Christian Academy, Sacred Heart, Newington.

- B. If there are not enough participants registered at the end of required dates, the dates will be extended until teams are filled. If participation levels are not met, other means to continue the activity will be pursued.

C. Registration fees will not be refunded after the player has been placed on a team.

D. Brothers/sisters who play in the same league will be placed on the same team unless they request otherwise.

E. Registration fees are due at time of registration. A uniform deposit is required before the participant can receive a uniform. The deposit is returned to participant when uniform is returned.

F. Any child qualifying free or reduced lunch will have their registration fee waived.

G. Registration Fees for team sports are \$30 per participant, or \$50 per family.

H. Late registrations will be accepted. If there are additional cost the registrant will be responsible for those incurred. (Ordering additional equipment)

I. Each sport will have a suggested range for the number of players on a team. If the minimum number of players is not reached, the rosters will be opened to surrounding towns until the number is reached. The slots will be filled on a first come first serve basis.

IV. SELECTION OF COACHES

A. All head coaching slots are filled according to the applications turned into the Recreation Committee. Slots are filled, in no certain order, by the following criteria; past experience and ability, attitude and knowledge of the game.

All applicants must fill out a background check also. **The Head Coaches Background check must be turned in and cleared before any participation with teams.** The Recreation Committee will have the final authority on selection of all coaches. The background check is a one-time charge to the coach. The registration fee is waived for the participants in the head coach's family.

B. Assistant coaches must also fill out an application and background check before any participation.

C. Assistant coaches will be chosen after the teams have been determined.

D. The Recreation Committee reserves the right at any time to remove a coach from his or her position due to misconduct, lack of interest in the team, failure to practice the team reasonably, excessive failure to attend games, etc...

V. COACH'S RESPONSIBILITIES

The coaches are the front line of our programs. The main job is to look after the well-being of all participants and ensure they have fun. Other responsibilities include, but are not limited to;

- 1) Become knowledgeable with Recreation Department Philosophies.
- 2) Complete background check paperwork. (One time only)
- 3) Attend training and organizational meetings.
- 4) Be organized
- 5) Be accessible to participants and their parents.
- 6) Communicate with all involved using all means necessary.
- 7) Teach the skills necessary for success.
- 8) Teach the game using the sport specific curriculum.
- 9) Be enthusiastic and positive.
- 10) Insure the team has scheduled practice at least twice
- 11) Have fun yourself.
- 12) make sure each player participates as equally as possible.
- 13) You are responsible for all equipment and uniforms issued to you.
- 14) Issue and collect all equipment complete end of year inventory
- 15) Leave area of use clean, lock gates
- 17) Set up area of use. I.e. line baseball field before game
- 18) Complete an end of year evaluation on the program.
- 19) Confirm all game and scrimmages. In some cases, the coach will be responsible for preparing game schedule, i.e. softball.

VI. DRAFT PROCEDURES

A. Coaches will be notified of dates and times of the evaluation practice and player evaluation meetings by phone and/or letter. If a coach fails to attend the evaluation practice or evaluation meeting, his or her team will be picked by a department representative.

B. All players are placed into the player pool.

C. Players are then divided up to make teams equally competitive.

D. Coaches may trade players at the initial meeting with the approval of the coordinator.

E. Requests by parents for players to be placed on certain teams will be considered but not guaranteed. The ultimate goal of the draft is to have x number of teams that would always play to a tie.

F. Late registrations will be placed on teams to be decided by the Recreation Committee.

VIII. EQUIPMENT

- A. Equipment will be issued by the program Coordinator.
- B. All equipment is received and receipted by the coach.
- C. It is the coach's responsibility to insure the equipment is not abused and is accounted for.
- D. Any equipment or uniforms not returned within seven days after close of the regular season will be billed to the coach or player.
- E. An inventory will be turned in by the coach as well as request for equipment next season

IX. PRACTICES

- A. The Program Coordinator will schedule facility space for all practices. Two days per week will try to be scheduled for all teams. If a coach wishes for more practice time it will be scheduled on a first come first serve basis.
- B. It is recommended that participants be given at least five days notice of changes to a practice or a game.
- C. Coaches will be responsible for making sure lights are off, fields are secure, trash is picked up and area is clean after each practice

X. PARTICIPATION

The Philosophy of the Department is to enhance the participant's life through passive and active activity, participation is key. All participants will be opportunity to participate equally.

Participants in athletic and team sports will be given equal playing time in game situations, this is providing that the participant has attended practices and followed recreation department guidelines. When dividing participants into teams the first priority will be to make all talent equally distributed amongst teams.

XI. CONDUCT

A. Team coach and assistant coach will be responsible for the conduct of their team and fans.

B. No rowdiness, profane language or any display of unsportsmanlike conduct will be tolerated in this league.

C. A player is ejected from a game for any reason will be suspended for the next scheduled game. They must attend the next contest, keep quiet and cannot participate in the game in any way.

D. If a coach is ejected from a game, he/she must leave the field immediately. They may sit in the bleachers and be a spectator but, if they are loud or unsportsmanlike they will be asked to leave the park area. The Recreation Committee will review the situation and determine if further action is required.

E. If a coach sits a player out of a game for disciplinary purposes, he/she must notify the parents, and Program Coordinator

F. A coach caught mistreating a player or trying to make a player quit will be suspended for the remainder of the season.

G. A coach involved in fighting (instigating or taking part) is automatically suspended for one year as coach. A second offense will result in the coach being banned from all facilities.

H. A fan acting inappropriately will be asked to leave the playing area .The game will not continue until this happens. If the fan refuses, the team the fan represents will forfeit the game.

XIII. UNIFORMS

A. The Greenland Recreation Department will purchase all uniforms for teams Players

B. Absolutely, **no jewelry** will be worn at any time during league games. Only exceptions will be Medical Alert tags or bracelets. Players and coaches not complying will not be allowed to participate until jewelry is removed. If a player is taken out of the game to remove jewelry, the substitution rule will apply.

C. A uniform deposit will be required before any uniform is issued. It will be returned when the uniform is handed in.

XV. GAME SCHEDULES

A. Game schedules will not be altered for anything other than unfavorable weather. Rained out games will be made up if possible.

1. The only reason for rescheduling games will be for major school educational functions.
2. Coaches cannot take it upon themselves to reschedule games.

XVI. TIME LIMIT

Youth sports will have suggested time limits we recognize that our young participants have a limited attention span and a limit is necessary.

Tee Ball 1 hr

Minor baseball 1hr 30 min

U-8 softball 1hr 15min

U-10 1hr 30 min or 4 innings (in accordance with league rules)

U-12 2hr or 6 inning (in accordance with league rules)

Basketball and soccer will be played using the league rules for time.

XVII RECOMMENDED TEAM SIZES

SPORT	MIN	IDEAL	MAX
Basketball	6	8	10
Softball	11	12	15
Soccer (8)	10	12	14

Disciplinary Actions and Dismissal Procedures for Inappropriate Behavior

If a child bring any form of a weapon to the center, intentionally harms a staff member or other child, vandalized property, or steals from the program, contact the Program Coordinator immediately.

Process: The Program Coordinator will:

1. Document a child's inappropriate behavior(s). Explain to the child why his/her behavior is unacceptable and what is needed to change it. Talk to the parent/guardian in person (not around the child) or by phone. Do not wait until further problems arise.
2. If inappropriate behavior is observed again, document this and let the child know that a letter is going home to his/her parent/guardian. Remind the child of previous discussions. Ask the child to assist you in finding solutions to his/her behavior problem. Send home the first letter to parents that include the warning that the next time there is a behavior issue, the child will be suspended for one week. Contact the Recreation Committee.
3. If inappropriate behavior persists, document this and contact the parent/guardian. The child will be dismissed from the activity.

DO NOT EXPECT TO HAVE A CHILD DISMISSED UNLESS YOU HAVE FOLLOWED THE STEPS ABOVE AND HAVE THE DOCUMENTATION REQUIRED AS OUTLINED ABOVE.