

Town of Avon Recreation

Town Hall, 23 Genesee Street, Avon, New York 14414
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Program Mission:

To provide a wide range of recreational programs and activities through the utilization of tax dollars and self-support.

The Recreation Board is a five-member panel of Avon residents that make policies on many different issues relating to recreation and are appointed by the Town Board of Avon Supervisor and Councilmen. The Board will meet monthly during the Fall and Winter and as needed during the Spring and Summer to accomplish their goals. Any resident of the Town/Village of Avon is encouraged and invited to attend any of these meetings with prior notice to the Recreation Director.

The Town of Avon Recreation Program sponsors several youth oriented activities. Our program runs on a yearly budget from contributions from the Livingston County Youth Bureau (state aid) and the Town of Avon. In order to meet with all insurance and municipal regulations, and run an organized and safe program, we have certain criteria that must be met by each individual program.

Eligibility for all Youth Sport Programs:

The Town of Avon Recreation sponsored sport programs begin for children entering Kindergarten through entering sixth grade. Age and DOB will not play a part in meeting this requirement.

The Town of Avon Recreation sports programs are open to all children that reside in Avon or attend school in Avon and no team picking will be tolerated. Children residing in outside communities may join as long as there is a program fee for the sport they are registering to participate in.

Eligibility for Summer Recreation and Learn to Swim Programs:

The Town of Avon Recreation sponsored summer recreation program begins for children entering Kindergarten through entering sixth grade in the coming school year. The Town of Avon Recreation sponsored summer recreation basketball and tennis camps begin for children entering the first grade through entering the eighth grade in the coming school year. Age and DOB will not play a part in meeting this requirement.

The Town of Avon learn to swim programs begin for children 6 months through entering the eighth grade in the coming school year.

The Town of Avon Recreation summer recreation, basketball camp and tennis camp are open to all children that reside in Avon or attend school in Avon only. Children residing in outside communities may only join our Learn to Swim Program for a participation fee. Youth registered in tennis and basketball camp must have adult supervision at all times

when not participating in their scheduled camp time if not attending the recreation program.

Eligibility for all Special Youth Programs:

All Youth programs sponsored by the Town of Avon Recreation **must first be presented to the board for approval before they will be honored and given the opportunity to use the liability insurance waiver.** The board will review the program and determine if it meets their requirements and if they wish to sponsor the program. Eligibility will be determined by the nature of the program and the director who is requesting recreation assistance for the program.

Eligibility for Adult Programs:

All Adult programs sponsored by the Town of Avon Recreation **must first be presented to the board for approval before they will be honored and given the opportunity to use the liability insurance waiver.** The board will review the program and determine if it meets their requirements and if they wish to sponsor the program. Eligibility will be determined by the nature of the program and the director who is requesting recreation assistance for the program.

It is at the board's discretion to approve or disapprove the program each year and its directors. The recreation board has the right to discuss with the parties involved any changes or suggestions that need to be made with the program for the following year. The board may end a program at any time if they find those running the program are not following the regulations or the program is compromising the safety of the youth.

Please note, the regulations have been devised to ensure all programs are run consistently, meet the needs of the facilities we are using, and meet the standards set by the municipalities to utilize the liability insurance waiver, and follow safety standards of those involved.

The Recreation Board is happy to address new program ideas or current program suggestions at any time. We understand that the people involved in running these programs are "volunteers" and we appreciate all the time they put into these programs. Your support has allowed us to continue and to make this program a success.

Program Protocol

The following items need to be addressed and followed with each program sponsored by the Town of Avon Recreation Department:

• **Registration Form:** A general registration form has been devised by the Recreation Board to be used for each program they sponsor. The form includes all medical and legal information that is needed to allow us to use the insurance waiver for these programs. The Board will then see that they are distributed to the proper areas. If a program alters the registration form or makes their own form without permission from the Recreation Board the insurance coverage for their program will be dropped and the program will end. Registrations shall be taken during the posted registration hours and periods.

• **Registration Fees:** The fees are determined through discussion by the Recreation Board and the volunteer or director of the program. We try and keep our fees to a minimum. The fees include the following: a uniform or t-shirt, additional insurance costs if required by the programs we are participating in, advertising costs, additional equipment if needed. The board does not encourage trophies or medals to be purchased. We do not encourage our programs to ask for sponsors.

• **Registration Deadlines:** These are determined by the recreation board and are set to allow us a cutoff date to order uniforms or supplies in time for the event. We ask that these deadlines and guidelines be followed and not make exceptions.

• **Use of Facility Forms:** These forms must be completed by the Recreation Director and passed on to the school for approval. This acts as a contract with the facility we will be using for the dates and times submitted and authorized to use this site and any specific standards must be followed.

• **Equipment:** In many cases the equipment used for the programs is kept and stored by the previous person in charge unless they are resigning for the following year. Summer Recreation, basketball and tennis camp equipment is stored in a trailer and inventoried each year. Other youth program equipment/inventory is stored and kept at the Recreation Director's, or other board member's house and inventoried each year. No equipment can be purchased without prior authorization from the Recreation Board.

• **Accident Forms and Incident Forms:** Accident forms are to be completed for all children who are registered for the program and gets hurt in any way. This documentation is for our protection and yours. If an accident occurs, please make a call to a Recreation Board Member and make them aware of the incident. A copy of the form then needs to be returned to the recreation board at the Town of Avon, 23 Genesee Street, Avon, NY 14414. The Incident form is only used if you are working in a situation with any employee of the program and a confrontation occurs and needs to be documented. It will not apply to many of our programs. Again make sure a recreation board member is made aware of the situation and a copy of the form is delivered to the Town of Avon. It is the responsibility of the volunteer director, coach or paid director of the program to complete this paperwork.

•**Volunteers/Personnel**: Our volunteers are gathered through our registration forms and word of mouth and come back year after year. If a suggestion or complaint by a parent, local authority or director of the program feels it is not in the best interest for a volunteer to return it must be brought to the Recreation Board's attention. It is the board's discretion to then ask that the volunteer not return.

All paid personnel are evaluated each year by the Town of Avon Recreation Department. It is the board's discretion to determine through the evaluations, parent comments, board comments, volunteer or the director's suggestions or comments if an employee is asked to return the following year or not. All part-time employees will not be given the opportunity to return to their previous job; they will need to go through an interview process and then are re-hired at board's discretion. They will be expected to follow the employee guidelines established by the Recreation and Town Board. Failure to comply with these guidelines will result in termination of their job.

•**Program Advertising**: All programs will be advertised via flyers at school, Town website and any forms deemed necessary by the board members. All the information for each program will be included in the ad by the Town of Avon board member. Advertising costs incurred without the board's permission will not be covered.

•**Uniform Orders**: All uniform orders will be initiated and ordered by the Recreation Board member. This is not mandatory for all our programs.

•**Code of Conduct for all volunteers, coaches and employees**: Any violation of the code of conduct may result in the termination person involved.

- I will provide a positive support and encouragement for any player, coach, official and employee when attending or participating in any Avon Recreation activity.
- I will encourage good sportsmanship at any game or practice.
- I will place the emotional and physical well-being of any participant ahead of any desire to win.
- I will demand a sports environment that is free of drugs, tobacco and alcohol and refrain from their use at all youth sports events.
- I will do my very best to make youth sports fun for any child
- I will insist that any event will be safe and healthy and I will not be involved with any altercations (verbal or physical) with any other parents, spectators, coaches and officials.