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**CAÑON CITY AREA METROPOLITAN RECREATION AND PARK DISTRICT**

**POLICY MANUAL**

**Policy 01 - Out-of-District Charges**

In lieu of paying property taxes, the District will charge \$15.00 more for all out-of-District participants. This policy will be in effect for all District activities excluding special events and single pool admissions.

**(Revised by Resolution #2005-9 / June 14, 2005)**

**Policy 02 - Requiring Background Checks**

1. A background check shall be completed upon hire for all District employees who work with children.
2. The District will pay all fees required for the background searches and/or fingerprints, but the employee must stay employed with the District for at least three months, or they must reimburse the cost of the background check and/or fingerprints to the District. All employees, as a condition of their employment, shall sign a statement upon hire that they agree to this condition and potential deduction from their final paycheck.
3. A background check shall be completed annually for all volunteers, who work with children, at the cost of the District.
4. Any individual whose background check returns with questionable activities may be disqualified as a possible employee or volunteer for the District. The local District Attorney's office may provide assistance in this area.
5. There will be no waivers granted to this policy.
6. The staff is directed to immediately implement this policy.

### **Policy 03 - Charge for Use of District Copy Machine**

The Cañon City Area Metropolitan Recreation and Park District shall charge a fee of 25 cents per page for copies made on the District's copy machine for the general public.

**(Revised by Resolution #2011-21/December 13,2011)**

### **Policy-04 - Scholarship Program**

The Board of Directors of the District has established this scholarship program for those individuals ineligible for social services assistance, yet unable to afford the program fees required for given programs.

The Scholarship Program is for those 17 and under, and for programs that are non-contracted activities, e.g. Karate. Scholarship applicants should list the programs(s) for which they are applying. The Executive Director will review and decide all scholarship applications. Scholarships of 50% or 100% of the program cost may be considered.

Fully completing and signing the application does not guarantee the applicant a scholarship grant.

### **Policy 05 - Designating a Preferred Provider**

1. CCOM (Centura Center for Occupation Medicine) is designated as the preferred provider for the District's worker's compensation insurance.
2. St. Thomas More Hospital is designated as the emergency care preferred provider for the worker's compensation insurance.
3. The Executive Director is directed to notify all employees that they must sign a receipt of Notification of the Workman's Compensation injury procedure.

**Policy 06 - Bid Policy**

1. Sealed bids will be obtained for any item to be purchased that is estimated to cost more than Seven Thousand Five Hundred dollars.
2. The bid shall include specifications of the item(s) to be purchased.
3. Every effort shall be made to assure that local businesses have been given every opportunity to participate in the District's bid process.
4. Local bidders will be given a five percent local bidders preference, not to exceed a total preference of One Thousand dollars.
5. The Executive Director is authorized to award bids up to Seven Thousand Five Hundred dollars, with the stipulation that the appropriation has been included in the annual budget.
6. The Board of Directors must approve all bids over Seven Thousand Five Hundred dollars.

**(Revised by Resolution #2007-15 / December 11, 2007)**

**Policy 07 - Purchasing Policy**

1. It shall be required that all purchases more than One Hundred dollars and up to Seven Thousand Five Hundred dollars or any purchase out-of-District be done by a purchase order approved by the Executive Director.
2. The Programs Director, Park Supervisor, Recreation Supervisors and the Finance Director shall be authorized to approve purchases up to \$100.
3. Any purchase of more than Seven Thousand Five Hundred dollars must be approved by the Board of Directors.

**(Revised by Resolution #2007-15 / December 11, 2007)**

## **Policy 08 - Credit Card and Fuel Card Policy**

### Introduction:

The Cañon City Area Metropolitan Recreation and Park District's credit cards are designed to purchase at Wal-Mart, Sam's, purchase out of town for office supplies. The cards do not change what you are approved to buy, only how it is paid for. The credit card is not intended to avoid or bypass appropriate purchasing procedures, but is to be used in accordance with the guidelines established within this policy. The Fuel Card is to be used exclusively for fueling District vehicles.

### Who can obtain the cards?

#### Policy:

Only Full-Time employees or authorized permanent part-time and temporary or seasonal employees can have a credit card or use a credit card or be authorized to use a fuel card. If an employee with a card authorizes a temporary employee to use a card or use a fuel card, an authorized form must be completed by the supervisor and turned into the Executive Director. The cardholder is responsible for the security of the card. It will be assumed that any purchase made with the card will have been made by them and under the following guidelines.

#### Procedure:

The Executive Director will review all applications for any new credit cards and all part-time and temporary employees' use of current credit and fuel cards.

### Lost or Stolen Card:

#### Policy:

You must immediately report to Administration any card that has been lost or stolen.

#### Procedure:

If you think your card or any card in your possession of the District's has been lost or stolen, notify the Executive Director or Finance Director as soon as possible.

The District's credit cards and fuel cards may be used to purchase only items that are for the same department whom you report to. Any credit card purchases that require quotes, bids, or Supervisors and/or Board approval must still go through the process.

Use of any District cards for personal purchases or use is strictly prohibited. Any abuse will result in the loss of use of the card and disciplinary action, up to and including termination.

### **Policy 09 - Maintenance Policy for Griffin Park and the Trail System**

A question which arises from time to time is why the District is or is not maintaining the Riverwalk trails or Griffin Park in a way many individuals may consider proper and necessary for a clean, neat, trail or park, or perhaps to preserve and maintain the area totally as it exists, for example, a wilderness area.

In 1988, the District contracted Urban Edges, Inc. to develop a master plan for Griffin Park. This master plan was developed in order to try to establish what direction and/or preservation the District should take for this park. There is some reference in the master plan to enhancing wildlife habitat in the grassland areas by cutting out trees along the perimeter of these areas to create more grassy fingers into the existing wooded areas. There is more general direction to maintain the natural character of areas identified as wooded, wetlands, grasslands, or dry bluff slopes in the park. The plan also details some general specifications with regard to trail widths, overhead clearance, etc.

The following is an outline of the amount and type of maintenance the District sees as appropriate for these areas.

#### Trails and Access Road Maintenance:

- a. Grade and/or resurface gravel or crusher-fines trail surfaces (8-10 ft. width) as needed to provide a smooth walking surface.

- b. Prune trees and shrubs growing over trail surfaces to maintain a minimum of 10 ft. overhead and side clearance, using accepted arboriculture practices
- c. Provide adequate drainage along trail barrow area and through cross culverts by grading and otherwise removing silt and debris from these structures as necessary.
- d. Mow grass and other herbaceous vegetation within the trail corridors (3-4 ft. either side of trail surface edge) where possible, to a height of six inches or less.
- e. Wash or sweep concrete trail surfaces (underpasses, etc.) as often as needed to maintain a clean neat appearance.
- f. During periods when trails are snow-covered, plow or compact walking areas and supply sand or other surface-applied, traction-enhancing materials in areas of heavy pedestrian traffic to assure safe footing. Accommodate cross-country skiers during these same times by providing, where possible, compacted ski tracks separate from hiker/pedestrian pathways within the trail corridor and provide signage designating these tracks and pathways to encourage separate use of same.

General Maintenance considerations:

- a. Removal of trash and litter should be performed at regular intervals to maintain a neat and clean appearance along trail corridors, picnic and rest areas, trailheads and parking areas.
- b. Pesticide use is discouraged, and should only be considered, for example, in such areas as mosquito control and poison ivy control around picnic and rest areas when no other options are reasonable.

- c. Graffiti and other types of defacing, vandalism or damage to improvements should be repaired or removed as promptly as is reasonable.
- d. Fire protection will be increased by mowing, as previously described, along trails and access roads. Fire protection measures will be taken such as wetting (watering with water trucks and portable irrigation sprinklers) vegetation along trails and other heavily used sites for such events as "Spook Trail Walks" or other similar events where risk of fire is high. The provision of fire extinguishers, water pumps and hoses at such control jurisdictions is recommended.

Preservation and Maintenance of Natural Areas:

- a. Natural areas identified in the Griffin Park master plan as wooded areas, grasslands, wetlands and dry bluff slopes shall be managed by practices which preserve the natural state of these areas as much as possible in accordance with the master plan. These areas should be protected from such disturbing practices as mowing, spraying, woodcutting or wood removal, or other similar practices which would destroy the natural character of these areas unless they are undertaken as part of the future development of the park proposed by the master plan.
- b. Any landscaping activities within the park shall include only those which compliment or enhance the present natural condition of the park, but the development of athletic fields or other, similar facilities, and use of the park for high impact sport activities, shall not be allowed.

**Policy 10 - Rouse Park Rental Information**

The Rouse Park Softball Fields are available on a rental basis. All usage of the fields must be approved and scheduled through the Recreation District Office.

**A \$150.00 Per Day/Per Field usage deposit is required to reserve the fields.** If usage of the fields is canceled more than five business days prior to the agreed upon date, the deposit will be returned. If usage of the fields is canceled less than five business days prior to the agreed upon date, the deposit will be forfeited.

Dates are reserved on a first come first served basis. Payment of reservation deposit is necessary to guarantee your field reservation.

All tournament directors must supply proof of liability insurance with the District listed as an additional insured on the policy. The liability insurance policy should be for a minimum of \$1,000,000.

**The tournament date must be approved by the District one month prior to the scheduled date. All other activities must be scheduled and paid for one week in advance.**

**The Damage Deposit must be paid one week prior to tournament. Any damages and/or cleanup directly related to the use will be deducted from the damage deposit.**

**NO RESERVATIONS WILL BE GUARANTEED UNTIL PAYMENT OF THE USAGE DEPOSIT!**

**FEES AND CHARGES:**

**All rentals must be scheduled and paid for a minimum of one week in advance.  
NO EXCEPTIONS.**

**All keys must be turned into the Recreation District office on the next business day.**

**AUTOMATIC FEES AND CHARGES**

**POSSIBLE ADDITIONAL FEES & CHARGES**

**Damage Deposit:**  
**\$150.00 Per Day/Per Field**

**Lights**      **\$40.00 per night per field.**

**Cleaning**      **\$25.00/ hour.** If not cleaned after use.

**Field Rental Fees:**  
**Out-of-District Host Organization:**  
**\$120.00 Per Day/Per Field**

**Supervisor**      **\$10.00/ hour** will be charged unless the renting organization provides the **Cañon City Area Metropolitan Recreation and Park District** with a copy of a Liability Insurance Policy for a minimum amount of \$1,000,000.00 that names the **Cañon CityArea Metropolitan Recreation and Park District** as additionally insured on that policy.

**In-District For-Profit Organization:**  
**\$90.00 Per Day/Per Field**

**In-District Non-Profit Organization:**  
**\$75.00 Per Day/Per Field**

**Diamond Dry**      **\$15.00 per bag used.**

**Practice Fees**      **\$3.00 per hour**

**SPECIAL NOTES:**

1. Games cannot start before 8:00 a.m.
2. Games cannot start after 9:30 p.m.
3. Lights must be turned out at 10:30 p.m.
4. P.A. System cannot be used after 10:30 p.m.
5. No keg beer allowed in Rouse Park.
6. No glass containers allowed in Rouse Park.

**FOR MORE INFORMATION  
AND AVAILABLE DATES  
PLEASE CALL THE  
RECREATION DISTRICT  
OFFICE AT (719) 275-1578.**

**(Revised by Resolution 2014-8/March 11, 2014)**

## **Policy 11 – Player Code of Conduct Policy**

### **Definitions:**

**Coach** - A person designated as team spokesman. One who is either a player or non-player.

**Player** - A person who actively participates in the game whether they are playing or sitting on the bench and who is on the roster.

**Spectator** - A person who comes out to watch the games for entertainment with no physical involvement.

**Official** - People on the field to administer the official rules.

**Participant**- Any Coach, Player, Spectator, Official (as defined above) or Recreation District employee.

**Participation** - Any involvement in the Cañon City Recreation District's activities such as spectating, officiating, playing, coaching, registering for classes or attending non-sporting events.

**Contest Area** - Field of play, Recreation District facility or School District facility.

**Recreation Activity** - Any class or event sponsored by the Cañon City Recreation District.

**Program Supervisor** - The Cañon City Recreation District employee designated to organize and supervise activities.

**One-Minute Clause** - One minute shall be allowed for a suspended player to remove themselves from the designated contest area. If this time limit is not met the contest shall be forfeited to the opponents.

**Conduct Committee** - Executive Director, Recreation Supervisor, and Program Supervisor.

### **Provisions:**

1. **NO PARTICIPANT SHALL:** At any time lay a hand upon, shove, strike or threaten an official, coach, scorekeeper, player, spectator or supervisor. Officials are required to suspend players immediately from further play and report such players to the Program Supervisor. Such players shall remain suspended until their case has been considered by the Conduct Committee.
2. **NO PARTICIPANT SHALL:** Enter the Area of activity in a Contest Area to participate in an altercation.

3. **NO PARTICIPANT SHALL:** Refuse to abide by official's decision. Officials may suspend a participant immediately from further play and report such participant to the Program Supervisor.
4. **NO PARTICIPANT SHALL:** Display or use obscene gestures or objectionable demonstrations of dissent at official's or supervisor's decision.
5. **NO PARTICIPANT SHALL:** Use unnecessary rough tactics in the play of the game against the body and person of an opposing player. Officials may suspend participant immediately from further play and must report such participant to the Program Supervisor. The participant shall remain suspended until the Conduct Committee has considered their case.
6. **NO PARTICIPANT SHALL:** Use abusive verbal language upon any player, official, spectator or supervisor. Officials may suspend the participant immediately from further play and must report such player to the Program Supervisor. Such participant shall remain suspended until the Conduct Committee has considered their case.
7. **NO PARTICIPANT SHALL:** Appear on the contest area under the influence of alcohol or drugs in such a manner as to not have control of their faculties to the extent that they are inclined to hurt themselves or others. Absolutely no behavior associated with alcohol or drugs will be tolerated at youth events.
8. **NO PARTICIPANT SHALL:** Smoke or chew tobacco while coming off or going on to any contest area.
9. **NO PLAYER SHALL:** Consume or possess alcohol beverages while the player or team is participating in the game.

**Penalties:**

**MINIMUM PENALTY:** Warning by Official or Supervisor.

**MAXIMUM PENALTY:** Suspension from all recreational activities for life. Case is subject to review once a year, on participant's request.

**NOTE:** Minimum and maximum penalties are the extreme – penalties may also be assessed anywhere in between. Individual programs and/or events may have their own rules and penalties.

**THE NUISANCE CLAUSE:** Participants who, in the opinion of the official or Program Supervisor, are detrimental to the purpose of a game will be asked to leave the contest area. Grounds for such action include, but are not limited to, obscene gestures or

profanity, inciting opposing players to fight, alcohol in the stands, and extreme verbal abuse of Recreation District staff or any other behaviors not listed in the above provisions will be deemed a NUISANCE. If a connection can be established between the NUISANCE and one of the teams in the game, that team will be held responsible for the NUISANCE'S actions and may be forced to forfeit the contest.

**NOTES:**

1. Any participant being placed on probation for the remainder of the season and reported again for violation of the "Code of Conduct" will be suspended for the remainder of the season.
2. Any participant removed from a game must leave the contest area immediately with the understanding that the one-minute clause is in effect. If the player does not remove himself from the contest area, the proper authorities will be called. Failure to leave will carry a maximum penalty of suspension for the remainder of the season.
3. All suspensions and disciplinary actions are subject to review by the Conduct Committee of the District. Incidents of blatant misconduct and perpetual violation of the "Code of Conduct" may lead to indefinite suspension from Recreation District participation. The Conduct Committee's decision is final.
4. Any participant may appeal the decision of the Conduct Committee to the Board of Directors. The appeal must be submitted in written form, setting forth all of the pertinent details, not less than 10 calendar days prior to the regularly scheduled monthly board meeting. The board will review the appeal at the meeting. The appeal of the Conduct Committee's decision must be submitted no later than 30 days after the Committee's decision.
5. Reminder: All School District Property is in a Drug-free zone. No alcohol or drugs are allowed at any time on this property. This includes the parking lots.

**(Revised by Resolution 2004-11/ August 10, 2004)**

**Policy 12 – Rental Rates for 575 Ash Community Room**

**WITHOUT ALCOHOL**

\$25.00/hr. – 2 hr. minimum  
\$200.00/day (8 hrs. or more)  
\$200.00 – damage/cleanup deposit

**WITH ALCOHOL**

\$40.00/hr. - 2 hr. minimum  
\$300.00/day (8 hrs. or more)  
\$300.00 – damage/cleanup deposit  
**\*NO KEG BEER**

**Community Room Maximum capacity:** 188 total

**Available tables:** 10 (6 ft. tables)

**Available chairs:** 90

**When leaving, please make sure all doors/windows are locked and all lights are turned off. Renting party is responsible for damage/clean up of rooms used.**

**Policy 13 - Return Check Policy**

The Cañon City Recreation & Park District reserves the right to collect a fee of \$20.00 for any and all insufficient checks plus the bank fee for personal checks written to the District for participation in any and all programs sponsored by the District.

## **Policy 14 - Refund of Athletic Program Fees Policy**

The District reserves the right to retain a portion of all program activity athletic fees as described below:

### **Youth Sports:**

There will be no refunds of registration fees after the first scheduled games, the first day of all camps and first day of all classes. A 50% refund may be requested, and considered, until the scheduled games, camps or classes have begun.

### **Adult Sports:**

There will be no refunds of registration fees after the first scheduled games. Refunds will be given if leagues do not run. A 50% administrative fee will be charged for all other drops.

The Executive Director shall have the authority to consider and make exceptions to this policy involving requests for refunds of program activity athletic fees based up extenuating medical circumstances that arise after payment of the fees.

(Revised by Resolution #2003-4/May 13, 2003)

## **Policy 15 - Board Resolution Record-Keeping and Maintenance**

1. The Executive Director shall keep a permanent set of all resolutions adopted by the Board of Directors, in order by date of adoption, at the District offices at all times.
2. The Executive Director, in compiling, editing, arranging, and preparing the set of resolutions may:
  - a. Adopt a uniform system of punctuation, capitalization, and wording;
  - b. Eliminate all obsolete and redundant wording of resolutions;
  - c. Correct obvious errors and inconsistencies, including in the numbering of resolutions;
  - d. Correct inaccurate references to the titles of officers, departments, or other agencies of state and local government and to other statutes and resolutions, and make such other name changes as are necessary to be consistent with the laws currently in effect.

3. The Executive Director shall make no change in the substance of any resolution, but may make such changes in arrangement and terminology as will improve the style and clarity of the resolutions, yet preserve the intent, effect, and meaning of each provision of each resolution.
4. The Executive Director may not make any change under this Policy if the District's attorney determines that such a change will change the substance of the resolution(s) affected.
5. Whenever the Executive Director makes any change to any resolution as a result of this Policy, the Executive Director shall report such change as part of his/her report to the Board of Directors at the next meeting of the Board of Directors, and a note describing such changes shall be attached to the official copy/ies of the affected resolution(s) kept in the set described in this policy.
6. The set of resolutions described in this Policy shall be available for public inspection at the District offices at any point during normal business hours.
7. While this policy shall apply only to resolutions adopted in calendar year 2011 and beyond, the Executive Director shall attempt to keep all resolutions passed prior to 2011 to the best of the Executive Director's ability.

**(Adopted by Resolution 2012-5/ January 10, 2012)**

### **Policy 16 - Permits and Concession Fees for Commercial Activities**

Commercial users of District property and facilities gain a financial benefit from the investment and property of the taxpayers of the District. Commercial users of District property and facilities have the potential to interfere with other normal uses of District property and facilities by individual citizens of the District. For these, and for other legitimate reasons, it is possible that the District may adopt policies and/or procedures to address such commercial use of District property and facilities.

Therefore, in addition to Policy 10 (Rouse Park Rental) and Policy 12 (Community Room Rental), the District reserves the right to adopt policies and/or procedures that would require a permit and/or concession fee for any commercial activities taking place on District property or using District facilities. Individuals, groups, businesses or organizations which utilize the District's property or facilities for commercial activities that are otherwise allowed by District policies or rules should never assume that the use in the future for these commercial activities will be allowed, or will be allowed without a permit and/or concession fee.

**(Adopted by Resolution 2012-8/ April 10, 2012)**

## **Policy 17 – Open Records Requests**

### **A. Scope of the Policy.**

Except where otherwise stated by resolution or policies, it is the policy of the Cañon City Area Metropolitan Recreation and Park District to make public records open for inspection at reasonable times.

These rules apply to requests submitted to the Cañon City Area Metropolitan Recreation and Park District for the inspection of public records pursuant to CORA. These rules do not apply to informal requests for information or records that are not specifically submitted pursuant to CORA.

The Executive Director is the official records custodian for District records centrally maintained by the District. In certain circumstances, department directors may be considered records custodians for all records maintained within their departments.

The attorney for the District shall be consulted when requests for public records under this Policy are made from legitimate members of the media, attorneys, or private investigators, or when legal interpretation is required.

### **B. Procedures.**

#### **1. Submission of Requests.**

- a. Requests for public records must be made in writing and must be specific as to the information required.
- b. Requests may be submitted by mail, fax, email, or hand-delivery.
- c. Requests may be made to the Executive Director only.
- d. Requests for public records must be for records in existence at the time of the request. Requests for all records created in the future with respect to a topic will not be honored.

#### **2. Inspection.**

- a. Public records shall be made available for inspection at the District's main offices during regular business hours, which shall be deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except on observed holidays.

- b. If the requested records are in the custody and control of the records custodian, but are in active use or not immediately and readily available for inspection, the records custodian shall set a date and hour when the records will be available for inspection. The date and time shall be within three working days unless extenuating circumstances exist which requires the date and time to be extended for an additional seven days. All findings of extenuating circumstances must be made in writing by the official records custodian to the person requesting to inspect the public records.
- c. Public records shall not be removed from the District's main offices or from the departments. Records may be removed from places of storage for photocopying by District staff.
- d. The District shall deny the inspection of any records if such inspection would be contrary to state or federal law or regulation, would violate a court order, is involved in litigation or would do substantial injury to the public interest.
- e. Reasons for denial of access to public records and for records not in the control or custody of the records custodian shall be noted in writing by the official records custodian in consultation with the District staff.

3. Fees.

- a. Photocopies, printouts, and other reproductions of records shall be provided at the cost of \$0.25 per standard page, or at the standard rate for over-sized copies. All requests for copies shall be delivered in paper format, unless the original public record only exists in electronic format. If the original public record only exists in electronic format, the District may provide the electronic copy if the requestor requests an electronic copy.
- b. Prior to the reproduction of records, applicants shall pay the applicable fee based on the best estimate of the costs incurred to reproduce the records. If the final amount is greater than the estimate, the applicant shall pay the additional amount. If the final amount is less than the estimate, the amount of overpayment shall be refunded.
- c. In the case of any request requiring more than one hour of staff time for search and retrieval or for supervision of inspection or copying, the records custodian shall charge a fee for such staff time exceeding an hour. The fee charged shall be \$30.00 per

hour until July 1, 2019. On and after July 1, 2019, the fee charged shall be equivalent to the maximum hourly fee calculated and published pursuant to C.R.S. § 24-72-205 (6) (b) (2014).

4. Abandoned Requests.
  - a. Records assembled for inspection will be held for no more than one week after the scheduled appointment time. The holding period may be shorter for records which are needed for any use. Failure to inspect the records at the agreed-upon time will be considered an abandoned request. The records will be returned to their files and a new records request form must be completed in order to inspect or obtain copies of the records.

**(Adopted by Resolution 2014-14, July 8 2014)**

**Policy Manual Approved (Resolution 2003-3/ March 11, 2003)**

**Policy Manual Revised and Approved (Resolution 2003-4/ May 13, 2003)**

**Policy Manual Revised and Approved (Resolution 2004-11/ August 10, 2004)**

**Policy Manual Revised and Approved (Resolution 2005-9/ June 14, 2005)**

**Policy Manual Revised and Approved (Resolution 2007-15/ December 11, 2007)**

**Policy Manual Revised and Approved (Resolution 2011-21/ December 13, 2011)**

**Policy Manual Revised and Approved (Resolution 2012-5/ January 10, 2012)**

**Policy Manual Revised and Approved (Resolution 2012-8/ April 10, 2012)**

**Policy Manual Revised and Approved (Resolution 2014-8/March 11, 2014)**

**Policy Manual Revised and Approved (Resolution 2014-14/July 8, 2014)**

These policies may be altered, amended or repealed by the Board, at any regular Board meeting. Any changes shall require an affirmative vote of a majority of the Directors present at the meeting.

