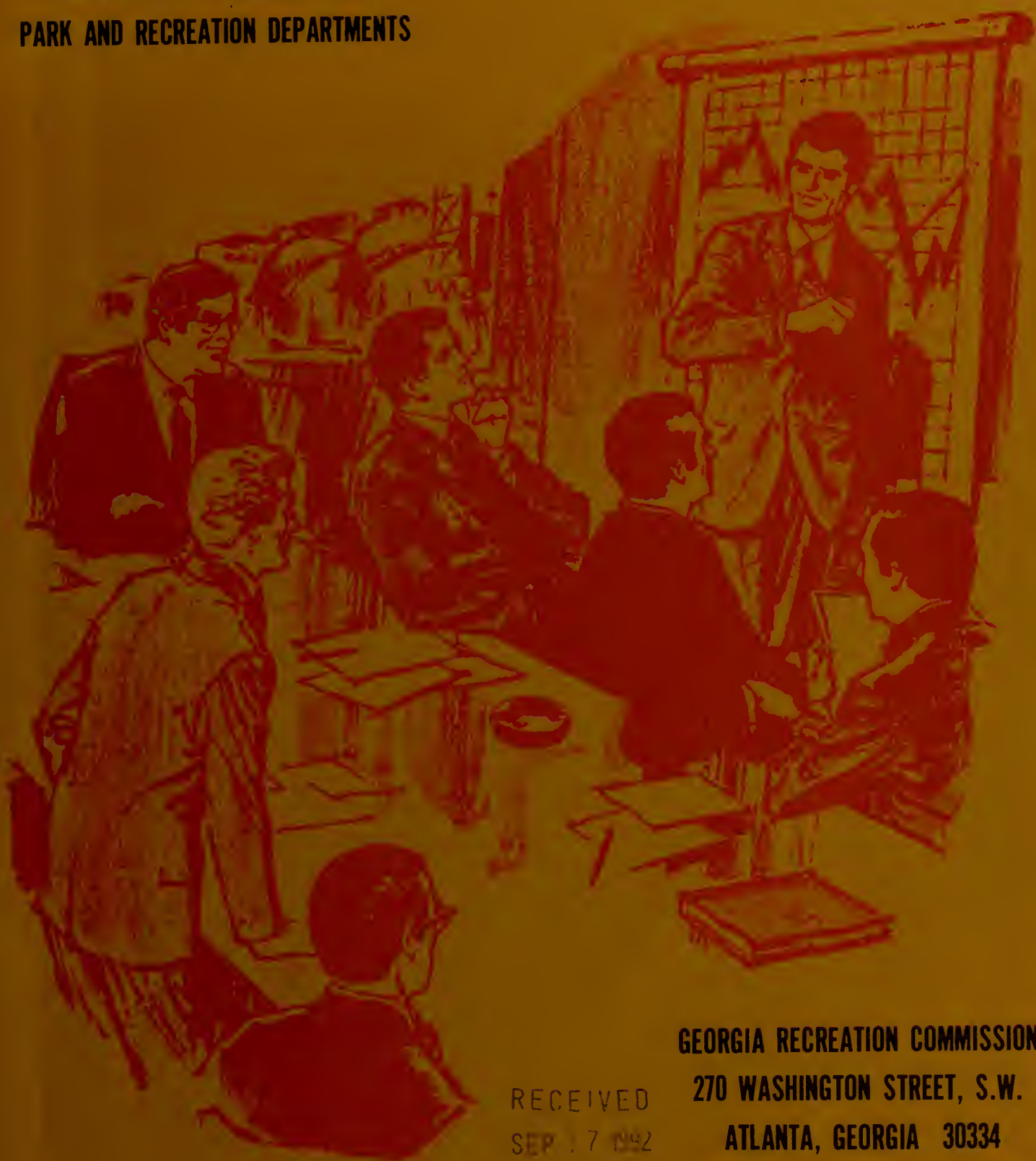


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FEBRUARY, 1972

**A GUIDE FOR DEVELOPMENT
OF AN
ADMINISTRATIVE MANUAL FOR
PARK AND RECREATION DEPARTMENTS**



**GEORGIA RECREATION COMMISSION
270 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334**

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A GUIDE FOR THE DEVELOPMENT OF AN
ADMINISTRATIVE MANUAL FOR RECREATION AND PARK
DEPARTMENTS

PRIMARY CODES

1000	ADMINISTRATION
2000	COMMUNITY RELATIONS
3000	FINANCES
4000	PERSONNEL
5000	PARTICIPANTS
6000	PROGRAM
7000	MAINTENANCE

THE GEORGIA RECREATION COMMISSION

JOHN H. DAVIS - Executive Director

JAMES A. COLLEY - Deputy Executive Director

LONICE BARRETT - Assistant Director

THAD STUDSTILL - Assistant Director

DR. HAROLD D. MEYER - Consultant

Commission Members

LUKE L. RUSHTON, Chairman
Young Harris

JAMES E. BROWN, Vice Chairman
Dalton

ROBERT K. BROWN
East Point

H. ALAN FRAZER
Columbus

ROBERT T. BAGGOTT, JR.
Newnan

MRS. W. A. BOWEN
Statesboro

VERNE J. PICKREN
Folkston

ANTON HUBER
Moultrie

MRS. CICERO JOHNSTON
Atlanta

GEORGE S. McELVEEN
Richmond County

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1000 ADMINISTRATION

1100 PURPOSES AND OBJECTIVES OF THE PARK AND RECREATION DEPARTMENT

1. Departmental General Policy Statement
 - a. Preamble to the Statement
 - b. Departmental general objectives

1111 AUTHORITY

1. Enabling Legislation
2. Charter

1200 BOARD

- 1210 1. Composition of the Board
 - a. Number of members and terms of office
 - b. How are appointed
 - c. Election of Chairman, Vice Chairman and appointment of Secretary
2. Function and Duties - Responsibility of Policy Making Body
 - a. Powers and Duties of Board
 - b. Duties of Officers, Chairman, Vice-Chairman, Secretary
 - c. Standing Committees
3. By-Laws, Policy, Rules and Regulations
 - a. Establishment of
 - b. Amendments to

1211 BOARD MEETINGS

1. Regular Meetings
 - a. Notices of meetings
 - b. Agenda preparation
 - c. When and where held
 - d. Who must attend
 - e. What constitutes a quorum
2. Special Called Meetings
 - a. Authority to call a meeting of the Board
 - b. Notice and purpose of called meeting
3. Order of Business - Keeping of minutes
 - a. Roll Call by Secretary
 - b. Disposing of minutes of previous meeting
 - c. Reports
 - d. Requests
 - e. Improvements
 - f. How Board minutes are kept and how they are available
4. Public Participation and Attendance
 - a. Whether meetings open to public
 - b. Individual or groups wishing to petition Board for specific actions

1212 ADMINISTRATIVE OFFICES OF THE BOARD

1. Location
 - a. Specific location of official offices
 - b. Days and hours for conducting business
 - c. Days officially closed

1300

1310

1320

1330

1. Central Accounting
2. Central Auditing
3. Budget Director
4. Purchasing Agent
5. Public Property
6. Treasurer
7. Payroll Director

1340

1. Streets and Roads - (Lease equipment for park construction, and resurfacing park roads)
2. Engineering division - (Construction contract inspection)
3. Public Garage

1350

1. Park-School Recreation Program
 - a. Site and indoor recreation facilities planning, acquisition and construction
 - b. When school facilities can be used
 - c. Who is to staff recreation program, and what other cost is to be borne by park and recreation?
 - d. Determine which school sites shall be used for recreation programs.
 - e. Which park facilities schools are to use, when, and what cost should apply?

1360

1. What Relationship is there for Assignment of Vehicles for Parks and Recreation use?
2. Who must do the Driving?
3. Cost Application

1370

1. When Should Metro Police be called?
2. What Assistance may we expect of them?

1400

1. Who shall the Board Sponsor for Membership?
2. Which Association are to be Recognized for Affiliation?

1410

1. Who May go?

CONFERENCE AND INSTITUTIONS ATTENDANCE - Continued

2. What Conferences, Meetings, Schools, may be attended?
3. What Receipts must be turned in?
4. How much Money is provided, What Mileage for out of town allowance is allowed?
5. Who must give approval?
6. Should there be Written and/or Oral reports on Meetings, if so, who should report and to whom submitted?

1500 RECORDS AND REPORTS

1. What Records and Reports must be kept and when or how they are to be submitted?
2. Record Retention and Desposed Procedures

1600 AUTOMOBILE AND OTHER VEHICULAR USE

1610 IS A METRO VEHICLE TO BE ASSIGNED

- 1.
2. Whether to be Driven on out of town Business and Conferences
3. Responsibility for Traffic Violations
4. Measures of Accidents when Employee is Guilty of Negligence

1611 EMPLOYEE'S OWN CAR

1. When shall there be a Car Allowance?
 - a. Amounts
 - b. When paid
2. Whether Employees permitted to transport participants to Activities in own Vehicle?
If so, does Allowance apply & amounts
3. Employees driving own Vehicles, who provides Insurance?
 - a. Types of insurance required
 - b. Minimum amount of insurance required

1700 PLANNING

1710 MASTER PLANNING

1711 PLANS FOR LONG-RANGE ECONOMIC DEVELOPMENT

1. Whom planners are to consult with
2. How far in advance Physical Plan is Projected

1712 PLANS FOR LONG-RANGE RECREATION PROGRAMS

1. How far in advance Economic Planning is projected
2. Whom to Consult with on Economic Planning

1713 FACILITY PLANNING

1. How far in advance Recreation Plans are projected?

1720 PROGRAM PLANNING

1. Activities Authorized to Sponsor or Conduct

PROGRAM PLANNING -Continued

2. Activities planned for the future

1740 LAND ACQUISITION

1. Legal Authority and Procedures Concerning Land Acquisitions and Disposal
 - a. Purchase
 - b. Conservation, scenic, or other easements
 - c. Leases from individuals, corporations, or other governmental subdivisions
 - d. Condemnation proceedings
 3. Transfers from other Metro Agencies

1750 LAND PROTECTION

1751 AUTHORIZATION TO DECLARE LAND SURPLUS

1752 ENCROACHMENT PREVENTION

1. By other Governmental Agencies
2. By Public Utilities
3. By Individuals

2000 COMMUNITY RELATIONS

2100 PURPOSE AND OBJECTIVES OF THE DEPARTMENT

1. Statement of Philosophy (Value & function of recreation)
2. Objectives
 - a. Of the department as a whole
 - b. Of the separate divisions

2110 IMPORTANT DATES IN THE BOARD'S HISTORY

1. When established
2. Local and State Statutes Affecting the Board
3. Major Innovations

2120 PURPOSE OF COMMUNITY RELATIONS

1. Statement of Objective of Community Relations

2200 RESPONSIBILITY

1. See Organizational Chart
2. Of Board
3. Department Administrator
4. Staff Members
5. Volunteers and Members of Advisory Committees

2300 DIRECT COMMUNICATIONS WITH THE PUBLIC

2310 GENERAL POLICIES

1. Method of Authorization
2. Who is Responsible for Performance
3. Method of Recording
4. Method of Thanking Cooperating Organizations, Agencies, and Individuals

2320 COMMUNICATIONS MEDIA

1. List all Media Authorized for use
2. Specify Authorized person or office for contact

2321 MASS MEDIA

1. Who Prepares Releases and Announcements?
2. Who Approves and Authorizes Releases and Announcements?
3. Time of Releases and Announcements
4. How Releases and Announcements are to be made
5. How Releases and Announcements are Recorded and with whom?
6. Policy of Verbally giving information to Reporters who contact Staff Members personally

2322 SPEECHES

1. Who is Authorized to give Speeches?
2. When and Where Speeches can be delivered
3. Are Speeches Recorded and How?

2323 PERSONAL CONTACTS

1. Policy of disclosing information about Staff Members
2. Policy of disclosing information about Participants
3. Policy of disclosing Board Policies and Plans

2324 BULLETIN BOARDS

1. What information can be Posted?
2. Who maintains Boards?
3. Policy of using Boards of other Agencies
4. Policy of other Public, Private, Commercial Agencies or Individuals using our Boards

2327 SPECIAL CAMPAIGNS

1. For what purposes Special Campaigns can be conducted
2. Describe Campaign Procedures
 - a. Authorization
 - b. Methods of Publicity
 - c. Recruitment of Volunteers
 - d. Termination of Campaign

2328 PHAMPHLETS, BROCHURES, FLYERS, ANNUAL REPORTS

1. Responsibility
2. Purpose
3. Format
4. Contents
5. When published
6. Distribution

2329 BOARD MEETINGS

1. Purpose
 - a. Whether to permit agenda to be issued to public or news media prior to meeting, if so, issued by whom?
 - b. How, when, and by whom is Board action released to public and news media?
 - c. Policy regarding visitors at Board meetings.

2330 COMPLAINTS

1. Policy regarding handling of Complaints
 - a. Those received in writing
 - b. Received by phone
 - c. Those made in person
 - d. Those reaching the department indirectly
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3. Who should take Action?
4. How and Who is informed about Action taken?

2333 SOLICITATION OF FUNDS

1. Regarding Soliciting of Employees

SOLICITATION OF FUNDS - Continued

2. Concerning Soliciting of Public on Park Property
3. Employees soliciting for Department or Non-Departmental Causes

2400 ADVERTISING ON PARK PROPERTY

1. Policy of Advertising a Particular item or anything of another Nature on Park Facilities or Equipment (bulletin boards, posts, vehicles, fences, etc.)
2. Regarding Employees "Representing" Specific Items
3. Board's Acceptance of Gifts on Which There is Advertising
4. Employees Recommending certain items to Recreation Participants

2500 USE OF FACILITIES AND EQUIPMENT

1. Facilities available
2. Equipment available

2511 RESPONSIBILITY

1. Who Authorizes use of Facilities and Equipment, (Reservations, who issues, how far in advance)
2. Assumption of Responsibility for use of Facilities and Equipment
3. Whether Personnel Supervision is required when Facilities are in use
4. Responsibility for condition of facilities and equipment after use

2512 ELIGIBILITY FOR USE OF FACILITIES AND EQUIPMENT

1. Who Qualifies for use of Facilities and Equipment and for what Purpose?
2. Order of Priority for use of Facilities

2513 REQUIREMENTS

1. Procedures for Application and Approval
2. Requirements regarding condition in which Facilities are left
3. Regulations regarding use of Facilities and Equipment for Fund Raising or other means of Profit

2514 FEES AND CHARGES

1. Policy regarding Fees and Charges for use of Facilities and Equipment

2600 GIFTS

2610 POLICY REGARDING ACCEPTANCE OF GIFTS BY THE BOARD

1. Will Board accept Gifts, if so, What kinds (Funds, Lands, Equipment, Art Works, Collections and etc.)
2. Who Authorizes Acceptance and by what Procedure
3. Disposal of unwanted or unusable Gifts
 - a. Return to donor
 - b. Declare surplus & transfer to public property

- 2620 POLICY REGARDING ACCEPTANCE OF GIFTS BY PERSONNEL
1. Whether Personnel should accept Gifts?
 - a. What kinds of Gifts?
 - b. From whom?
 - c. What value?
- 2700 GRATUITIES
- 2710 POLICY REGARDING GRATUITIES, REDUCED FEES, OR FREE ADMISSIONS FROM INDIVIDUALS, ORGANIZATIONS TO BOARD PERSONNEL
- 2800 PROHIBITIVE AND DIRECTIVE REGULATIONS
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 2. How Regulations are made known
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- 2811 DEFACEMENT DESTRUCTION OR REMOVAL OF PROPERTY AND NATURAL FEATURES
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 2. Methods by which Offenders can make Restitution
 - a. Direct Payment
 - b. Work Agreement
- LITTERING AND POLLUTION
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- 2813 GENERAL CONDUCT
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 2. Drinking and/or Possession of Alcoholic Beverages
 3. Use of other intoxicants
 4. Gambling - What is considered in Violation
 5. Indecent Acts
 6. Disorderly Conduct
 7. Noise
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2. Advance Notice to Obtain Permits (Minimum and Maximum Notice)
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5. Reasons for Refusing Permits
6. Method of Administering Permits
7. What Purpose Permits are Necessary

2817 MEETINGS, EXHIBITIONS, PARADES, CARNIVALS, RALLIES

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2819 RESTRICTED AREAS (Concerning boating, launching, fishing, swimming,
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2. Authority to impose Restriction
3. Posting Restricted Areas

2820 ANIMALS - POLICY REGARDING ANIMALS ON PARK AREAS

2821 BICYCLES - POLICY REGARDING RIDING OF BICYCLES ON PARK AREAS

2822 FIREARMS AND FIREWORKS - POLICY CONCERNING USE OF GUNS & FIREWORKS

2823 FIRES - POLICY FOR BUILDING FIRES IN PARK AREAS

2824 HUNTING, FISHING, MOLESTING WILD LIFE - POLICY REGARDING GAME
HUNTING IN PARK AREAS

2825 CAMPING - POLICY REGARDING TEMPORARY LODGING IN PARKS

3000 FINANCE

3100 BUDGET

3110 PLANNING THE BUDGET

1. Fiscal year operating budget
 - a. Policy for compiling detail request. (Who can make request, evaluation, authority to include)
 - b. Work program procedure
 - c. Time schedule of budget
2. Six Year Capital Improvement Budget
 - a. Time schedule of budget
 - b. Policy for projected needs of facilities
 - c. Policy for determining financial needs
 - d. Who is responsible?

3111 PREPARATION OF THE BUDGETS

1. Preliminary request forms
 - a. Operating Budget
 - b. Capital Improvement Budget

3112 ADOPTION OF THE BUDGET

1. Who will adopt Budget and When

3113 PUBLICATION OF THE BUDGET

1. When and how it is to be published?
2. To whom distributed

3114 TRANSFER OF FUNDS

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2. When and how funds shall be transferred

3115 STOCK INVENTORY

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2. Policy on fiscal count variance
3. Policy on adjustments and obsolete write-offs

3200 INCOME

3210 GENERAL REVENUES (WHAT THEY SHALL INCLUDE)

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 - a. Allotments
2. Requirements for Departmental Revenues

3213 FEES AND CHARGES

1. Statement of position regarding fees and charges
 - a. Items, facilities and services which are to be charged for
 - b. Facilities and services which are not to be charged for
2. Fee and Charge schedule
 - a. Time that fees and charges are to be in effect
(hourly and seasonally)
 - b. Special methods of collection

3214 CONCESSIONS

1. When are they to be leased to private contractors and operated by department?
 - a. General Park Concessions (inclusions and exclusions)
 - b. Golf Club Concessions
2. Basis of Contract (Whether guarantee or percentage of sales, or both)
 - a. General Park Concessions
 - b. Golf Club Concessions
3. What standards of health to comply with
4. What does Board furnish Concessionaire?
5. Responsibility for cleanup

3300 EXPENDITURES

3310 REQUISITIONS

1. Who can initiate?
2. What can be requisitioned?
3. Who approves and authorizes requisitions?

3320 BIDS AND QUOTATIONS

1. How bids are to be let
2. Who is to approve specifications?
3. Policy of awarding contracts after bid letting
 - a. Purchase Orders
 - b. Contracts

3330 PURCHASING PROCEDURES

1. Who is to authorize purchases?
2. Limitations on authority to approve purchases

3340 PETTY CASH FUND

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2. Who can authorize expenditures?
3. Limits of expenditures
4. Policy of advances, loans and cashing checks
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3350 PAYROLLS AND SERVICES

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PAYROLLS AND SERVICES - Continued

- a. Hourly (Who is hourly waged)
- b. Salary (Who is hourly salaried)
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3360 REFUNDS

1. Method of handling returned expenses

3400 SALE OF SURPLUS PROPERTY (OTHER THAN LAND)

1. What surplus property may be sold
2. When it may be done
3. By Whom
4. Who may purchase surplus property
 - a. Public
 - b. Department employees
 - c. Trade in or new equipment
5. Deposit of monies received from disposal of surplus property

3500 HANDLING OF FUNDS

3510 DISPOSAL OF MONIES COLLECTED BY DEPARTMENT

1. Central Office
 - a. How it is to be deposited
 - b. Under what accounts
2. Golf Courses
3. Swimming Pools and Benches
4. Tennis Courts
5. Miscellaneous sales outlets

3511 MAY FUNDS BE SOLICITED FROM EMPLOYEES

1. Under what conditions
2. Disposition of funds if they are collected

3600 AUDITING

1. How it is to be done
2. When it is to be done
3. By whom it is to be done
4. What accounts and locations are to be audited

3610 WHO IS TO RECEIVE THE AUDITORS REPORTS AND OTHER DATA

1. Board, Mayor, Finance Director, etc.
2. Policy for access to Board records by citizens, news media, etc.

4000 PERSONNEL

4100 PERSONNEL ORGANIZATION CHART

4200 EMPLOYMENT

4210 RECRUITMENT AND SELECTION

1. Whose Services are to be Engaged?
2. Will applicants place of Residence, His Personal Needs, or his interests be considered as Qualifications for, or Claims upon Appointment?
3. Will Professional or Nonprofessional Status Affect Individuals Appointment?
4. Will Educational Equivalentents be Accepted? If so, define what constitutes an equivalent

4211 APPLICANT INTERVIEWS

1. Preliminary interviews made by Whom?
2. Final interview and appointments made by whom?
3. Effect of Civil Service Eligible Register for Employment
4. Policy regarding Seasonal and Temporary Employees
 - a. Who interviews
 - b. Appointments made by whom?
 - c. How long may seasonal and/or temporary status exist before becoming permanent?
 - d. What benefits are available and how accrued?
5. Will a Contract for Employment be issued?
 - a. Under what circumstances
 - b. Length of contract term

4230 ASSIGNMENT AND TRANSFER

1. How Employees are assigned and upon what Basis
2. Who Authorizes Inter-departmental Transfers? What is the Procedure?
3. May Transfers be made from and to other Governmental Agencies? Who must Approve?

4240 HIRING OF RELATIVES

1. May it be Done? When is it Done?
2. Under what Conditions is it absolutely Prohibited?
3. Who must approve?

4250 EVALUATION OF EMPLOYEES

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2. When it is Done and by Whom
 - a. Temporary and permanent employees
3. Disposition of an Evaluation

4260 ADVANCEMENT AND MERIT RATINGS

1. How Advancements may be made and when

- 4260 ADVANCEMENT AND MERIT RATINGS - Continued
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- 4270 DISCIPLINARY ACTION
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- 4271 TERMINATIONS
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- a. Seasonal and temporary employees
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- 4280 APPEALS AND SEPARATIONS
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- 4290 PART-TIME EMPLOYEES
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- 4300 QUALIFICATIONS, DUTIES, AND JOB DESCRIPTIONS, (Insert Civil Service
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- 4390 JOB ASSIGNMENT OUT OF CLASSIFICATIONS, (Above and Below Salary
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- 4420 COOPERATION AMONG EMPLOYEES
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 - a. What is considered tardy
 - b. Penalty for chronic tardiness
2. In What Condition (Physically) Employee is to Report for Work
 - a. Statement regarding influence of alcohol, opiates, as narcotics
 - b. Statement regarding illness and inability to perform duties
3. Penalty for Chronic Absenteeism
 - a. When is written warning issued & by Whom
 - b. When is salary deduction made
 - c. When is suspension made and for how long

4431 UNDER WHAT CIRCUMSTANCES EMPLOYEE IS NOT TO REPORT FOR DUTY

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4440 PARTICIPATION IN DEPARTMENT PROGRAM

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4450 SMOKING

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2. Will Periods be Allowed for Smoking
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4460 FALSE RECORDS

1. Penalty for Recording Inaccurate Records
2. Penalty for Falsifying an Employee's Own Personal Record

4470 USE OF DEPARTMENT PROPERTY

1. When and under what Circumstances Employees may use Department Property
2. Must they Sign for it and get Prior Approval?
3. What and when may Property be used for Personal Use?

4480 EMPLOYEE POLITICAL ACTIVITY

1. Will Active Campaigning be Permitted?
2. If not, How far may they Execute their Civic Responsibility?

4490 CHANNEL OF PROCEDURE

1. Grievance Procedures
(See Civil Service Regulations)

4500 IN-SERVICE TRAINING

1. When it is to be Done and by Whom
2. What Will be the Objectives?
3. Under what Circumstances may Courses be Taken?
4. Will Board make any Financial Contribution to the Cost of Courses?
5. Will schedule of Work Schedule be made for taking Special College courses.
6. Who may Qualify for In-Service Training Program

4510 PROFESSIONAL GROWTH

1. What is Expected
2. Will attendance be Permitted at Conferences, Seminars, Meetings, and Schools?
 - a. Who may attend?
 - b. When and under what Circumstances

4600 TRAVEL - PERSONAL EXPENSE

1. When Employee will be Reimbursed
2. What Expenses may be charged to the Department?

4620 PER DIEM, RECEIPTS AND VOUCHERS

1. Whether A Per Diem allotment or actual expenses
 - a. If Actual expenses, what must be turned in for expenses
 - b. Must they be ok'd by Director before they are turned in
2. If Per Diem is Adopted, what will be the Amount

4630 MILEAGE AND EXPENSES

1. How much Mileage will be allowed and for What
2. Other Expenses and under what Circumstances They may be Charged to the Agency
3. If Traveling Commercial Carrier, Whether to go First or Tourist Class
 - a. When by plane, or other mode of travel

4700 COMPENSATION AND RELATED BENEFITS

4710 SALARY CLASSIFICATION AND GUIDES
(Adopted by Civil Service and Council)

4720 TIME REPORTS AND PAY CHECKS

1. Whether Daily or Weekly Time Cards & What Form
2. Who must fill out Time Cards and OK, or Certify
3. When Time Reports are due
4. When the Checks will be Delivered or who may pick them up and under what Circumstances

4721 HOURS OF WORK, WORK SCHEDULE

1. What Hours the Employee is expected to Work
2. When expected to Work on Week Ends and Holidays
3. Will there be Compensatory, regular salary, or Time and Half for working on Regular Time off?
4. Who and under what Circumstances will an Employee be expected to Report for Duty in case of an Emergency, in case of snow, storm, or riots, etc.?

4722 OVERTIME

1. Whether extra Salaries for overtime Worked
2. Must overtime be Authorized for Payment and by whom?
3. How much overtime is permitted per individual?
4. Policy of individual Assignment for overtime

4730 INSURANCE

4731 AUTOMOBILE

1. How much to be carried on Government Equipment
2. How much to be carried for use of Personal Car, and payed by whom
3. Who will be Covered?

4732 HEALTH AND HOSPITAL
(Adopt Metro Benefit Board Plan)

4733 WORKMEN'S COMPENSATION

1. When Reports must be filed and by whom
2. What Compensation is Allowed
3. Responsibility of Board and Employee

4734 PUBLIC ACCIDENT AND LIABILITY

1. How much is covered?
2. What is covered?
3. How reports must be filed

4740 SICK LEAVE

1. How it is Accumulated (See Civil Service Rules & Regulations)
 - a. Permanent Employees
 - b. Seasonal and temporary
2. How many Days per year
3. Restrictions for Authorized Sick Leave used
4. Must a Doctor be seen, when and how reported to Board
5. Responsibility for Reporting Necessity to be off

4750 HOLIDAYS
(Adopted by Civil Service Regulations)

- 4760 VACATIONS
1. How many days per year. How accumulated, and by whom
 2. When must it be taken
 3. Maximum accumulation
 4. Whether it is mandatory, and must it be taken in one continuous period for, or divided out
 5. May employee be paid for days entitled to him and not take time off.
- 4770 RETIREMENT COMPENSATION
1. (Adopted by Metro Council - Benefit Board)
 2. Board Recognition of Retirees
- 4780 ABSENCES
1. What Authorized Absences are Allowed
 2. Who must be notified and when
 3. Penalty for Unauthorized Absences
- 4781 SABBATICAL LEAVE
1. Is it allowed and, if so, under what conditions?
 2. Length of Service before it is Allowed
 3. Which Employees may be Granted Sabbatical Leave and for what Purpose?
- 4782 MATERNITY LEAVE
1. How long Granted
 2. Whether Permitted to Return to same Job
 3. Policy on Length of Time Allowed to Work During Pregnancy
 4. Who has Authority to Grant the Leave?
- 4784 MILITARY LEAVE
1. Who has Authority to Grant it?
 2. Whether Guaranteed his Same job upon Return
- 4790 ADDRESS CHANGE
(Responsibility of Employee)
- 4791 BULLETINS AND SCHEDULES
1. Who is to Receive what Bulletin?
 2. Must Bulletins be Posted and Where?
 3. Who is Responsible to Make Out Work Schedule and when must they be done?
- 4792 ASSISTANCE TO OTHER DEPARTMENTS AND ORGANIZATIONS
1. What other Boards, Commissions, Departments, and Organizations May be Helped
 2. Who May help and in what Manner?

1. How a Telephone should be Answered
2. What Should be said when Superiors are out of the Office or out of Town?
3. How Patrons are to be Served in the Office
4. Whether Personal calls are allowed, for what purpose and length of each call.

5000 PARTICIPANTS

5100 AWARDS

1. Who and for what they are to be given?
2. Cost
3. What type of awards are to be given?

5200 HEALTH CONTROL

5210 PARTICIPANTS WITH DISEASES

1. Action that must be taken
2. Diseases not allowed and where

5220 PARTICIPANTS WITH PROBLEMS

1. Will participants who are mentally retarded be allowed to be active in the programs?
2. Who must be eliminated from race events?

5300 LIABILITY RELEASE

5310 PARENTAL AUTHORIZATION

1. When it is to be secured
2. For what reasons
3. Who must sign

5320 AGE REQUIREMENTS REGARDING USE OF FACILITIES

1. Tennis Courts and under what circumstances
2. Golf Courses and under what circumstances
3. Swimming pools and under what circumstances

5330 DRESS REQUIREMENTS REGARDING USE OF FACILITIES

1. Tennis Courts
2. Golf Courses
3. Swimming Pools and beaches
4. General Park areas

5440 DISCIPLINARY ACTION

5410 ATHLETICS

1. Who may be suspended and for what?
2. Who is to hold a hearing?
3. What authority is granted to whom?
4. What report must be made and to whom?

5411 * SUSPENSIONS AND BEHAVIOR OF PARTICIPANTS

1. Who may be suspended and under what conditions?

SUSPENSIONS AND BEHAVIOR OF PARTICIPANTS - Continued

2. Who has authority to suspend?
3. For how long participants may be suspended
4. What report must be made and to whom?

3500 USE OF VOLUNTEERS

1. Will they be allowed?
2. Must they be given training?
3. What activities will they be allowed to work with and under
What circumstances?
4. What liability is assumed?

6000 PROGRAM

6100 STATEMENT OF OBJECTIVES OF THE RECREATION PROGRAM

OBJECTIVES

1. Playground Programs
2. Community Center Programs
3. Sports and Athletics
4. Other Specialty Programs

6110 PLANNING THE PROGRAM

1. Who Plans the broad Program?
2. Who plans detailed Program and Schedules the Activities?

6120 WHO HIRES PERSONNEL AND IMPLEMENTS THE PROGRAM

1. How detailed individual Programs are Administered and carried out.
 - a. Playgrounds
 - b. Community centers
 - c. Sports and athletics
 - d. Swimming programs
 - e. Tennis programs
 - f. Golf program
 - g. Other special programs

6200 PLAYGROUNDS

6210 LEADER QUALIFICATION, RESPONSIBILITIES, AND DUTIES

1. Educational and Experience requirements
2. Will Leader have to pass written, oral and/or practical application test?

6220 OPERATION OF PLAYGROUNDS

1. Length of season
2. Days of the week
 - a. Week ends
 - b. Holidays
3. Hours of operation

6230 RULES AND REGULATIONS FOR PLAYGROUND

1. Who Establishes
 - a. Board establishes uniform rules and regulations
 - b. Administrator has authority for special conditions
 - c. Playground leader can establish rules for a particular playground
2. Who Enforces and what Penalties
 - a. Banned from program
 - b. Banned from playground
 - c. Banned from parks and recreation areas
 - d. Other penalties

6300 COMMUNITY CENTERS

6320 OPERATION OF THE COMMUNITY CENTER

1. Types of Activities & Programs in the Center
2. Time of Operations
 - a. Days of the week
 - b. Week ends and holidays
 - c. Hours of the day

6330 RULES AND REGULATIONS FOR COMMUNITY CENTER

1. Who Established Rules and Regulations?
2. Who Enforces Rules and Regulations?
3. Statement of Penalties for Violation

6340 FEE SCHEDULE FOR USE OF BUILDING

6350 MAINTENANCE OF THE FACILITY

1. Who is Responsible?
2. Relationship of Recreation Center Personnel and Custodial, Maintenance, Mechanics and the Superiors

6400 SWIMMING POOLS

6410 SWIMMING POOL PERSONNEL

1. Swimming Pool Director
 - a. Duties, special qualifications and experience
2. Lifeguards
 - a. Duties, special qualifications and experience
 - b. Lifeguard examinations
(Who may take, where, and when)
3. Bathhouse Attendance
 - a. Duties and responsibilities

6420 MAINTENANCE OF THE FACILITIES

1. Who is responsible, and for what?
2. Relationship of Pool Director and Manager, and Mechanical Supervisors

6430 USE OF VOLUNTEERS

1. Will they be allowed?
2. Who are they?
3. Where they serve and how
4. When they serve
5. Whether free use of pools on off hours

6440 SAFETY AND ACCIDENT PREVENTION

1. Training and Drill for Emergencies

SAFETY AND ACCIDENT PREVENTION - Continued

2. Plan of Procedure in case of Emergency
 - a. Responsibility of each employee
 - b. Regular practice and execution of emergency plan
3. Lifeguard Proficiency through Training and Conditioning
4. Safety Devices
 - a. Specified devices
 - b. Location of devices
 - c. Pool safety check list
5. Accident Procedures
 - a. Whom to notify
 - b. What to do with injured victim
 - c. What reports to fill out and submit to whom

6450 ACTIVITIES

1. Learn-to-swim Classes
 - a. What they will include - - -
beginner swimming, lifesaving
 - b. When they will be taught
 - c. Who may enroll
 - d. What the fees will be
2. Swimming Meets and Competitive Swimming
 - a. When to be conducted?
 - b. Who may participate?
 - c. Who may judge?

6460 RULES AND REGULATIONS FOR POOLS AND BEACHES

1. Who may establish?
2. Penalties for violation

6470 FEES AND CHARGES

1. Daily Admission Fees (Childrens, Adults)

6600 SPORTS AND ATHLETIC PROGRAMS

6610 UMPIRES AND SCORERS

1. Duties, Special Qualifications, Experience
2. Who May Qualify, How, Where, When?

6620 IMPLEMENTING THE SPORTS AND ATHLETIC PROGRAM

1. Where the Program is to be carried on
 - a. Recreation centers
 - b. Parks
2. Who Participates in the Programs?
 - a. Individuals
 - b. Teams
 - c. Leagues (How formed, where from)
3. Board Sponsorship of Recreation Groups

6630 RULES AND REGULATIONS

1. Initiated by whom?
2. Special Rules of Conduct for Sports

- 6640 FEES AND CHARGES
1. Baseball (Each League)
 2. Softball (Each League)
 3. Basketball (Each League)
 4. Others, Specify
- 6700 GOLF COURSES
- 6710 GOLF COURSE PERSONNEL
1. (See Personnel Classifications)
 2. Policy of Pro Manager P.G.A. Affiliation
- 6720 SAFETY AND ACCIDENT PREVENTION
1. Whether Non-Players Permitted on Course, and Under what Circumstances
 2. Policy on Age Requirements
 3. Playing Ball from Tee
 4. Player Responsibility Regarding Lost Ball
 5. Player Responsibility on Green
- 6730 EXPEDITING PLAY
1. Authority of Starter and Ranger to Combine Players, and Enforce other Rules of Course
 2. Priority of Players
 3. Policy Regarding Playing Rotation of Course
 4. Maximum Number of Players per Group
 5. Requirements of Each Player having own Equipment
 6. Responsibility of Slow Players
 7. Policy Regarding Practice While in the Process of Play
 8. Ground Rules, Respective Course
- 6740 PLAYERS RESPONSIBILITY IN PRESERVATION OF COURSE
1. Player Responsibility for Ball resting on Winter or Summer Green opposite that being Played
 2. Policy regarding sand traps
 3. Player Responsibility concerning Divots
 4. Type of Shoes allowed on Greens
 5. Handling of Flag and Pole while out of Cup
- 6750 GENERAL CONDUCT OF PLAYERS AND GALLERY
1. Manner of Dress allowed on Course
 2. Players responsibility regarding private property
 3. Respect of players while in process of play
 4. Policy regarding intoxicating beverages
 5. Gambling U.S.G.A. Policy

6760 VIOLATIONS OF GOLF RULES, REGULATIONS & POLICY

1. Who Establishes Rules and Regulations?
2. Who Enforces Them?
3. Statement of Penalties for Violations

6770 TOURNAMENTS ON COURSES

1. Who can Conduct Golf Tournaments?
(See Section 2500)
2. Policy of Board Sponsoring Tournaments
3. Who is Responsible for Organizing and Conducting Tournaments?
4. Who can Participate, and Who is Prohibited from Participating?
5. Who Furnished Awards (See Section 5100)

6771 FEES AND CHARGES (SEE FINANCES)

1. Yearly green fees
2. Daily green fees
3. Specific fees
 - a. Non-residents
 - b. Tournament participants
(Board sponsored & others)
 - c. Youth golf program
 - d. School team practice and competition play

6772 CONCESSIONS

1. Who has Priority of Concession rights?
2. Under what Conditions they are leased out or Operated by Board
3. What Percentage Concessionaire must pay?
4. Who is Responsible for Utilities, Operating Equipment, clean-up, for meeting Health Standards?

6780 GOLF CLINICS

1. What Clinics will include?
2. When they will be held, and by whom?
3. Who may enroll?
4. What fees will be charged?
5. Whether there will be competitive play, and awards

6790 GOLF COURSE MAINTENANCE

1. Who is primarily responsible for Entire Facility, for inspection.
Work Schedule, etc.
2. Cleaning and Sanitation
 - a. Policing of grounds
 - b. Lockerrooms and course shelters
 - c. Refuse collection and disposal
 - d. Buildings, floors, furniture, lockers, etc.
 - e. Rodent control

GOLF COURSE MAINTENANCE - Continued

3. Greens, Tees and Roughs
 - a. Construction and alterations, who designs, determines specifications and performs work
 - b. Spraying, weed and insect control
 - c. Fertilization, who determines use, including frequency, type, amount and storage
 - d. Watering and irrigation
 - e. Mowing, height of cut for defined areas, how often, etc.
4. EQUIPMENT
 - a. Preventative maintenance and repairs
 - b. Schedule of use
 - c. Who must operate

7000 MAINTENANCE

- 7100 MAINTENANCE PERSONNEL (SEE PERSONNEL SECTION)
- 7200 CLEANING AND SANITATION
- 7210 POLICING OF GROUND AND ROADS
 - 1. How often (When)
 - 2. By Whom?
- 7211 RESTROOM SANITATION
 - 1. Public Restrooms, How often - by whom?
 - 2. Limited use Restrooms, how often - by whom?
- 7213 PICNIC FACILITIES POLICING
 - 1. Pavilions, how often, by whom?
 - 2. Tables and Grills, how often, by whom?
- 7214 REFUSE COLLECTION
 - 1. How often collected
 - 2. Methods of Collection & Disposal
- 7215 FOUNTAINS AND STATUARY POLICING & CLEANING (HOW OFTEN, BY WHOM)
- 7220 CLEANING AND SANITATION OF BUILDINGS
- 7221 FLOORS (HOW OFTEN, BY WHOM)
 - 1. Asphalt, vinyl, rubber, linoleum
 - 2. Quarry or ceramic
 - 3. Wood
 - 4. Concrete and epoxy resinous floors
 - 5. Terrazzo
 - 6. Carpets
- 7222 WINDOWS
 - 1. Glass, how often and with what
 - 2. Plastic, how often, and with what
- 7223 FURNITURE AND UPHOLSTERY, HOW OFTEN, AND BY WHOM
- 7224 SHOWERS AND LOCKERS
- 7225 DRINKING FOUNTAINS, HOW OFTEN, AND WITH WHAT
- 7226 BUILDING INTERIORS, WALLS, DOORS, ETC.
- 7230 CLEANING AND SANITATION SWIMMING POOLS
 - 1. Phases Performed Daily (By whom)
 - a. Sweep & scrub decks

CLEANING AND SANITATION SWIMMING POOLS - Continued

- b. Vacuum pool
 - c. Chlorinator and filter
 - d. Test water
 - e. Clean rest rooms
- 2. Other Pool Maintenance Operations
 - a. Painting (How Often)
 - b. Filters (Backwashing and recharging, How often)
 - c. Reports

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- 2. Who may qualify, how, where, when?

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3. Respect of players while in process of play
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5. Gambling U.S.G.A. Policy

7413 FERTILIZER

1. Who determines use, including frequency, type and amount?
2. Storage

7414 WATERING OR IRRIGATION

1. Who determines frequency & amount?
2. Who does actual watering?

7500 FLOWERS, TREES AND SHRUBBERY

7510 GREENHOUSE OPERATION

1. Who determines types of plants needed and directs their propagation?
2. Design of flower beds and plantings (Who is Responsible)
3. Maintenance of Beds and Gardens (Who is responsible, and how performed)

7520 TREES AND SHRUBBERY

1. Pruning, topping, removal of trees and stumps
 - a. Who determines needs, how often inspected, and when scheduled?
 - b. Under utility lines, (By whom)

TREES AND SHRUBBERY - Continued

2. Spraying
 - a. For preventive maintenance, how often, by whom?
 - b. Specialized maintenance, who authorizes, who performs?
3. Removal of Trees
 - a. Who authorizes?
 - b. Who performs the maintenance?
4. Transplanting Trees and Shrubs and Maintenance of Nursery
 - a. Who authorizes, plantings, propagations and transplanting?
 - b. Who performs the maintenance at existing areas, new areas?

7600 ROADS, BRIDGES, PARKING LOTS AND WALKS

7610 PAVED SURFACES

1. Who Inspects for Damages, Determines and Schedules Repairs?
2. How often Inspected?
3. Who repairs? (Forces or Contract)
4. Preventive Maintenance Programs
 - a. Regular maintenance
 - b. Periodic resurfacing

7611 SIGNS

1. Who Authorizes signs and "Copy"?
2. Who Prepares Signs?
3. Who Installs and Maintains Signs?
4. Policy Statement regarding Uniformity of Board Signs
 - a. Use of Board seal or symbol on signs
 - b. Defaced signs (removed or replaced)

7700 OTHER SPECIALIZED MAINTENANCE

1. Bathing beaches
2. Natural areas
3. Vehicles and Maintenance Equipment
4. Sports and Athletic Equipment

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