

Wallington Board of Recreation

Meeting Agenda

December 1, 2020

- Call to Order/Pledge of Allegiance at \_\_\_\_\_
- Roll Call

Voting Members

Brynczka	_____
Graham (P)	_____
Kassteen	_____
Melfi	_____
Preinfalk (T)	_____
Wesolowski (VP)	_____
Zagaja (S)	_____

Non-Voting Members

Alternate #1:	Steiger	_____
Alternate #2:	Stroosnyder	_____
Recreation Director:	Popek	_____

- Approval of the Minutes from the Last Meeting (November 10)

Motion to accept was made by \_\_\_\_\_ at \_\_\_\_\_, and seconded by \_\_\_\_\_

Roll Call: Brynczka \_\_\_\_\_ Graham \_\_\_\_\_ Kassteen \_\_\_\_\_ Melfi \_\_\_\_\_

Preinfalk \_\_\_\_\_ Wesolowski \_\_\_\_\_ Zagaja \_\_\_\_\_

- Open to the Public

Motion to open was made by \_\_\_\_\_ at \_\_\_\_\_, and seconded by \_\_\_\_\_

Roll Call: Brynczka \_\_\_\_\_ Graham \_\_\_\_\_ Kassteen \_\_\_\_\_ Melfi \_\_\_\_\_

Preinfalk \_\_\_\_\_ Wesolowski \_\_\_\_\_ Zagaja \_\_\_\_\_

Motion to close was made by \_\_\_\_\_ at \_\_\_\_\_, and seconded by \_\_\_\_\_

Roll Call: Brynczka \_\_\_\_\_ Graham \_\_\_\_\_ Kassteen \_\_\_\_\_ Melfi \_\_\_\_\_

Preinfalk \_\_\_\_\_ Wesolowski \_\_\_\_\_ Zagaja \_\_\_\_\_

- Treasurer's Report

Motion to accept was made by \_\_\_\_\_ at \_\_\_\_\_, and seconded by \_\_\_\_\_

Roll Call: Brynczka \_\_\_\_\_ Graham \_\_\_\_\_ Kassteen \_\_\_\_\_ Melfi \_\_\_\_\_

Preinfalk \_\_\_\_\_ Wesolowski \_\_\_\_\_ Zagaja \_\_\_\_\_

- Presentations

- Old Business

- 1) new storage containers/sheds at the Little League Complex
- 2) update on new, recreation programs (table tennis, yoga, swimming, soccer clinic)
- 3) website for Wallington Recreation
- 4) adoption of the new bylaws (see **Page 6** below)
- 5) Wallington Winter Festival

- Old Business (continued)

- Use of Facility Requests

- New Business

- Communications to the Board

- Tabled Matters

- Adjournment

Motion to adjourn was made by \_\_\_\_\_ at \_\_\_\_\_, and seconded by \_\_\_\_\_

Roll Call: Brynczka \_\_\_\_\_ Graham \_\_\_\_\_ Kassteen \_\_\_\_\_ Melfi \_\_\_\_\_

Preinfalk \_\_\_\_\_ Wesolowski \_\_\_\_\_ Zagaja \_\_\_\_\_

## Approved Revisions to the Bylaws of the Wallington Board of Recreation

- Any reference to “Chairperson” in the bylaws will change to “President”
- Any reference to “Vice-Chairperson” in the bylaws will change to “Vice-President”
- Article IV, Section D: Meetings

-the order of business for the agenda of a regular meeting of the Recreation Board will change to the following:

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of the Prior Meeting’s Minutes
- 4) Treasurer’s Report
- 5) Presentations
- 6) Old Business
- 7) New Business
- 8) Communications
- 9) Use of Facility Requests
- 10) Open to the Public
- 11) Tabled Matters
- 12) Adjournment

- Article XI: General Recreation Administration Policies

- A. It is understood that all sports organizations/programs, sponsored and/or approved for operation by the Wallington Board of Recreation, will adhere to the seasonal-sports schedule below:

-Winter (December, January, February) – Basketball, Bowling

-Spring (April, May, June) – Baseball, Softball

-Summer (July, August) – Baseball, Softball, Soccer, Football

-Fall (September, October, November) – Football, Soccer

- B. All sports organizations/programs will adhere to the seasonal-sports schedule, as outlined above, unless specific authorization is provided by the Wallington Board of Recreation to operate outside of that schedule.

- C. Any organization/program considered to be “sponsored” by the Wallington Board of Recreation will operate according to the following criteria:

1. an organization’s/program’s lead coordinator is hired/ appointed by the Board

2. an organization’s/program’s income/expenses and trust account are directly supervised by the Board

D. Any organization/program that does not fulfill the criteria above is considered to be “non-sponsored” by the Wallington Board of Recreation. However, a non-sponsored organization/program may be eligible for material/financial support from the Board if the following criteria are met:

1. submission of a letter of request to stipulate the amount of material/financial support that is needed along with proof of non-profit status and tax compliance
2. in the letter of request, there is inclusion of an explanation for the specific purpose of the material/financial support and an explanation as to how the material/financial support benefits the Wallington community
3. agreement to submit a line-item report along with receipt(s) to demonstrate proper use of the material/financial support

E. Regulations exist for the use of any facility by an organization/program:

1. The use of the following facilities (weekdays, 6 p.m. – 10 p.m. and weekends, 8 a.m. – 10 p.m., unless stated otherwise) by any organization/program is contingent on the approval of the Wallington Board of Recreation:

-High School Field

-Dul Field

-Centennial Field

-Little League Field

2. Any request for the use of a facility must be submitted to the Wallington Board of Recreation, at a regular, monthly meeting for review. Additionally, the Facilities Manager must be consulted at that meeting to complete the facility-request application for a permit – to ensure availability of the requested date/time. Regarding facilities, priority will be given to any organization/program whose sole purpose is to serve the recreational needs of the residents of Wallington.

3. In order to secure a permit for a facility, a non-sponsored program, in particular, must complete the facility-request application, provide a certificate of insurance (with stipulated limits of liability & a Hold Harmless Agreement – see Section E, subsection 5), and pay any facility-usage fees. The facility-request application, certificate of insurance, and any facility-usage fees must be submitted to the Wallington Board of Recreation, according to the following schedule:

- Winter-season permits – not later than the Board’s October meeting
- Spring-season permits – not later than the Board’s February meeting
- For Summer-season permits – not later than the Board’s April meeting
- Fall-season permits – not later than the Board’s June meeting

Approval of a permit on the part of the Wallington Board of Recreation can take up to thirty days. A permit will be issued for a specific date/time (set of dates/times) and for a specific facility (set of facilities) . Issuance of the permit to any youth-sports organization/program is also contingent on fulfillment of coaching-certification requirements (see Section F).

4. Any facility-request application must identify an individual (designee) from the requesting organization/program that will be held responsible for maintenance of the permit and responsible for granting the organization/program access to the reserved facility (facilities). The designee is responsible for any violations of facility rules/regulations.
  5. A certificate of insurance must identify both the Borough of Wallington and the Wallington Board of Recreation as co-insured and demonstrate a minimum limit of liability in accordance with the following outline:
    - \$1,000,000 – for-profit organization/program
    - \$500,000 – non-profit organization/program
    - \$300,000 – individual

Moreover, the certificate of insurance must include a Hold Harmless Agreement on behalf of both the Borough of Wallington and the Wallington Board of Recreation.
  6. The amount of any facility-usage fees for the permit will be determined by vote of the Wallington Board of Recreation each year at the January, reorganization meeting.
  7. Damage to a facility is the responsibility of the permit designee and the organization/program that has reserved it.
  8. Outdoor-facility access is from dawn to dusk unless the use of floodlights is authorized.
  9. Unauthorized use of a facility will be considered trespassing, and appropriate, legal proceedings will be pursued at the expense of the violator(s).
  10. The Wallington Board of Recreation reserves the right, on a case-by-case basis, to reduce or waive any facility-usage fees.
- F. Coaching-certification requirements must be fulfilled by any youth-sports organization/program that plans to gain access to a borough facility.
1. Any youth-sports organization/program must present a complete list of active coaches with the following, verifiable documentation prior to the issuance of a facility permit:
    - CPR certification
    - concussion-care certification
    - fingerprinting for criminal-background check
  2. Any youth-sports organization/program that plans to use a borough facility must also provide the chief of police in the Borough of Wallington with a complete list of active coaches along with identification of each coach as being in compliance with fingerprinting for a criminal-background check; this must be completed thirty days prior to the start of the organization's/program's season (per Borough Ordinance 124-3C). Non-compliance with or violation of the that borough ordinance will result in denial of an organization's/program's facility-request application or revocation of its facility permit.



■ **Article XII: Finance**

- A. [The annual budget for the Wallington Board of Recreation is an appropriation from the Borough Council; thus, the budget is at the discretion of that governing body.]
- B. Trust accounts for all sponsored organizations/programs are the responsibility of the Wallington Board of Recreation and are under the direct supervision of the treasurer of the Wallington Board of Recreation. Proper accounting-procedures of debits, credits, income and disbursements is a mandate from the governing body (Borough Council) of the Borough of Wallington.
- C. Guidance on annual expenditures:
  - 1. [A minimum of twenty percent of the annual budget is to be spent on facility maintenance and/or improvement. Issues related to facility maintenance and/or improvement are the direct responsibility of the Executive Committee of the Wallington Board of Recreation.]
  - 2. Regarding non-sponsored organizations/programs, the amount of a donation will be determined on a case-by-case basis. Non-sponsored organizations/programs that solicit a donation from the Wallington Board of Recreation shall comply with the following:
    - a. provide a financial statement that includes the past six months of income and expenses
    - b. provide a forecast of income and expenses for the current, calendar year
  - 3. Any non-sponsored organization/program shall first submit any receipts for expenditures up to the approved donation amount to the Wallington Board of Recreation; subsequently, a reimbursement in the form of a check will be issued by the Borough of Wallington in agreement with the total amount stated on any submitted receipts.
  - 4. All volunteers associated with a sponsored organization/program will receive a reimbursement for any criminal-background-check fee after submission of a receipt