

Carroll County Department of Recreation & Parks

Volunteer Recreation Councils & Volunteer Training

Mission:

Connecting people, parks and programs in support of a strong, healthy community and natural environment



All volunteers are required to review this training information

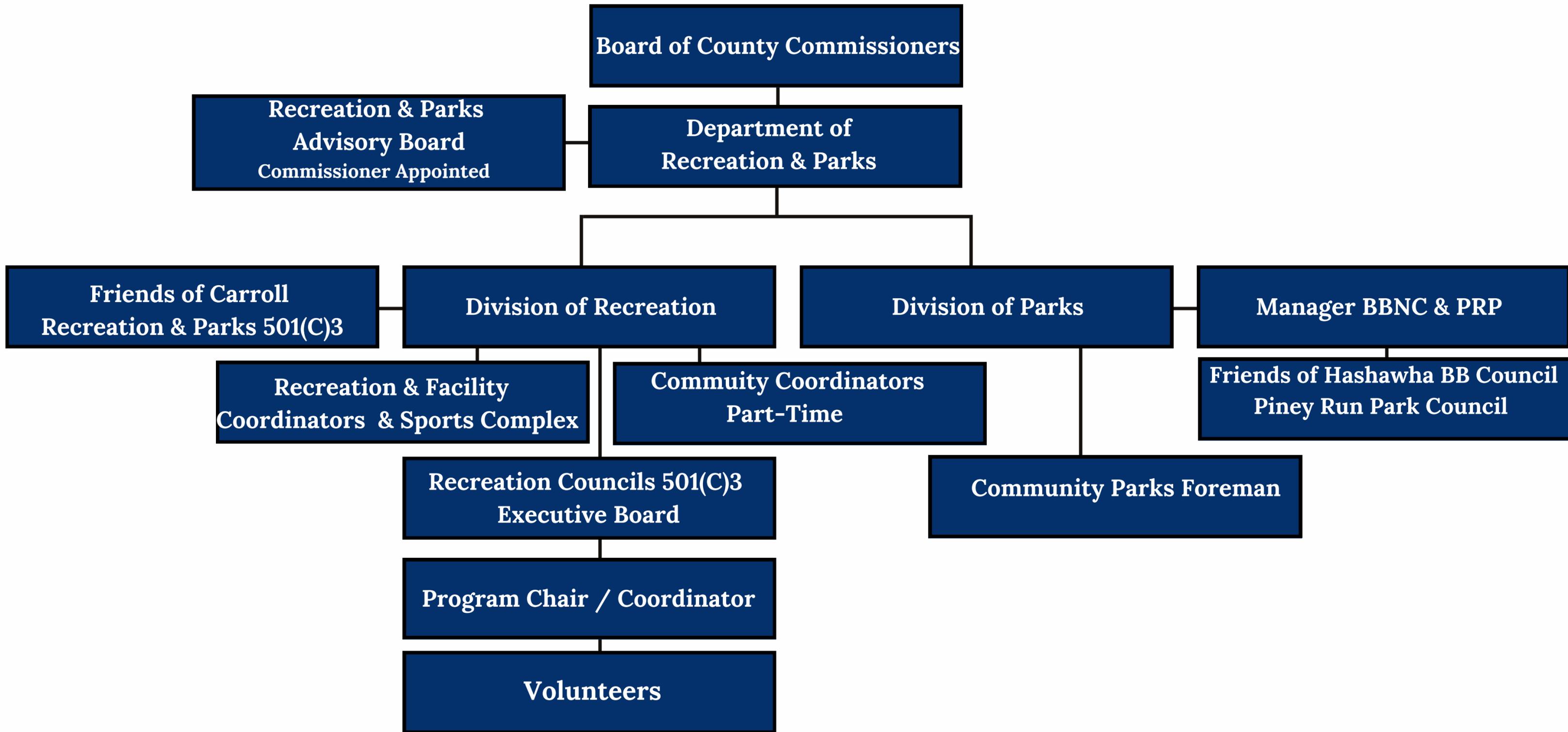
- Department Mission, Overview, Philosophy, History.....pg. 3-6
- Role of Department and Role of Recreation Council.....pg. 7-8
- Accredited Recreation Councils.....pg. 9
- Goals and Objectives.....pg. 10
- Governance and Structure.....pg. 11-15
- Volunteer Management.....pg. 16-27
- Independent Contractors.....pg. 28-29
- Youth Camps/Clinics.....pg. 30
- Use of Facilities.....pg. 31-33
- Friends Groups.....pg. 34
- Marketing and Advertisement.....pg. 35
- Concussion Information.....pg. 36
- Accident and Injuries.....pg. 37
- First Aid.....pg. 38-44
- Safe Sports Act.....pg. 42
- Contact Information.....pg. 43

Vision

We are committed to enhancing the quality of life, promoting a sense of community, facilitating lifelong learning for all ages and abilities and encouraging an appreciation of the natural environment and local history.

Philosophy of the Department

- We believe that recreation and leisure pursuits contribute to the overall happiness, well-being and quality of life for citizens of Carroll County
- We are committed to preserving and protecting our natural and historical resources
- We will strive to provide quality opportunities within the constraints of available resources



Overview

The Division of Recreation offers **county-wide programs and activities** to the citizens of Carroll County. This includes but is not limited to, fitness, art, dance, drama, adaptive recreation, sports, tournaments, special events, camps, and bus trips.

The Division of Recreation oversees the Department's **accredited Recreation Councils**. Each council has a **full-time County employee** who attends its organizational meetings. Larger councils may also have a **part-time community coordinator**, a paid position within that offers additional administrative support.

History

Under the Maryland Annotated Code, county governing bodies are authorized to establish volunteer groups to support recreation and parks programs.

- Carroll County's **first volunteer recreation council was formed in 1972.**
 - Winfield, Liberty Lakes, Westminster & Sandymount Recreation Councils form Carroll County Recreation Council, Inc
- Today, **eleven** Community Recreation Councils serve local communities throughout the county.
- The Department of Recreation and Parks oversees the **approval process** for forming recreation councils in Carroll County.

Role of the Department

Recognizing that volunteer organizations join together for the common interest of providing recreational-based activities to their local community...

- County will provide our Recreation Councils and credentialed and approved volunteers with **liability coverage**
- Provide **priority usage** to Carroll County Public Schools and their facilities
- **Permit** the use of County fields and facilities
- Provide for the ability to apply for **self-help grant funding**
- Provide **direction and assistance** in the operation of the Recreation Council

Role of the Volunteer Recreation Council

Recreation Councils provide many benefits for county residents, including:

- **Reduced cost to taxpayers** due to limiting paid staff to oversee programs and facilities
- **Direct involvement** of citizens
- The use of **community-raised** funds for projects
- **Better coordination** between community and civic organizations due to increased communication among groups.

Accredited Recreation Councils

Carroll County Equestrian Council	North Carroll Recreation Council
Central Carroll Recreation Council	Piney Run Recreation & Conservation Council
Charles Carroll Recreation Council	West Carroll Recreation Council
Freedom Area Recreation Council	Westminster Area Recreation Council
Friends of Hashawha & Bear Branch	Winfield Recreation Council
	Woodbine Recreation Council

Recreation & Parks Advisory Board

The purpose of the Recreation & Parks Advisory Board is to study and determine park, recreation, and open space needs of the county and serve as an advisory body providing recommendations to the county commissioners on matters pertaining to the planning, programming, evaluating, and funding of park and recreation facilities and programs. These volunteers are **appointed by the Board of County Commissioners and serve a 4-year term.**

Recreation Council Goals and Objectives

- **All citizens** in Carroll County who meet the basic program registration requirements have a **right to participate**.
- Offer recreational opportunities at a **reasonable cost**.
- **Recruit volunteers** who can act as **role models, mentors** and facilitators.
- Programs, practices, games, and other **events should be enjoyable, challenging, and a learning experience**.
- Volunteer coaches, referees and others in leadership positions shall **lead by example** through the promotion of **fair play and good sportsmanship**.
- Programs should always focus on the **enjoyment** of the sport and **NOT** the **score** or on winning.

Volunteer Recreation Council Governance and Structure

Operations:

- Are directed by the Department of Recreation and Parks.
- Shall establish **By-laws and have an elected board. By-laws must be approved by the Department of Recreation & Parks.**
- State the **purpose and objectives** of the Council.
- Establish **membership requirements and voting requirements**
 - the number required for a quorum
 - list of officers and their duties
 - outline voting privileges and procedures.
- Establish procedures to amend their Constitution and By-Laws.

Volunteer Recreation Council Governance and Structure

Operations:

- Establish **set meeting dates, times, and locations**, and follow **Roberts Rules of Order**.
- Meeting minutes must be **approved and posted** on the website, or made available to the public.
- **Cannot** hold their own articles of incorporation or **become an LLC**.
- **Cannot hold land or real estate**.
- Must approve any **NEW program** offered by the council or individual program.
- Must hold their **own Employee Identification Number** (cannot use the County's EIN).
- Must apply for and receive **annual accreditation**
- Must follow all regulations and policies established by the Department of Recreation and Parks.

Volunteer Recreation Council Governance and Structure

Financials:

- Obtain their own EIN, establish a 12-month fiscal year, and **be an approved 501(c)3** with the IRS.
- **File annual taxes** as required by the IRS (raffles/tip jars/etc. have reporting requirements)
https://www.irs.gov/pub/irs-tege/notice_1340.pdf
- All programs must **run finances** through the Recreation Council.
 - Sponsored Programs must be a registered 501(c3) and enter into a yearly MOU.
- Provide a **monthly treasurer** report to include:
 - listing all incomes and expenses
 - listing previous balance and balance on hand

Volunteer Recreation Council Governance and Structure

Financials:

- Shall develop a **financial plan** for funds and approve a yearly budget.
- Must have **dual approval** for spending;
 - dual signatures on checks, or requests for purchase (unless approved in the yearly budget)
 - vote taken at a board meeting to approve purchase
 - These requirements extend to individual programs that have access to funds.
 - Best **practice is for the Treasurer and President** to hold signature authority.
- **Annual reporting** of finances is due to the department on **July 31st** of the fiscal year.
- Complete an **annual audit**;
 - This extends to program bank accounts.
 - The Department reserves the right to audit a Recreation Council or program at any time.

Volunteer Recreation Council Governance and Structure

Program/Activity Operations:

- **Programs and activities** must be approved by the Recreation Council Executive Board.
- To be approved, Programs shall;
 - Provide a budget
 - Provide a description
 - Provide a location of the program for consideration.
- Programs may not leave a recreation council without **board approval**. Any equipment and funds secured under a program belong to the recreation council.

These programs are formed to **serve the needs of citizens in their local area**, with a focus on youth sports, and **should not compete** with activities provided by the department.

Volunteer Recreation Council Volunteer Management

*Volunteerism is a privilege, not a right,
and the gift can be accepted or
denied at anytime.*

Volunteer Recreation Council Volunteer Management

Volunteers Must:

- Apply to volunteer with the Recreation Council and/or program.
- Volunteers working with youth or in any board position must undergo an annual background check. NCSI is our current provider.
- Volunteers must sign a volunteer waiver maintained by the department (one time only).
- Volunteers will be credentialed and shall wear their ID badge while serving.

Liability protection is available to volunteers to the same extent as County employees under State Law, as long as the volunteer is acting within their scope of duties.

Carroll County assumes no liability for personal injury or damage to personal property.

Volunteer Recreation Council Volunteer Management



Recreation
R&P Parks
Carroll County, MD

Carroll County Department of Recreation & Parks
ccrecvolunteer@carrollcountymd.gov
Volunteer positions are at will positions,
no requirement to accept gift of volunteer service.

EXPIRES 1/31/25

SNOOPY

VOLUNTEER

The sign features the Recreation & Parks logo, contact information, a deadline, the name 'SNOOPY', and a large teal 'VOLUNTEER' button. A small illustration of Snoopy is on the left.



- Upload a photo, without sunglasses, each time you submit a background check
- Checks are valid for multiple recreation councils and programs/activities
- ID's are mailed, use a valid mailing address used on the application

Volunteer Recreation Council Volunteer Management

CRITERIA FOR EXCLUSION

- A person shall be disqualified and prohibited from serving as a volunteer if they have been found guilty of the following crimes:
 - Guilty means that a person was found guilty following a trial, entered a guilty plea, or entered a no-contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prosses, or dismissal.

Volunteer Recreation Council Volunteer Management

CRITERIA FOR EXCLUSION CONTINUED

- **SEX OFFENSES** – Regardless of amount of time since offense.
- **FELONIES:**
 - **All Felony Violence** – Regardless of the amount of time since offense (Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary etc.).
 - **All Felony offenses** – Other than violence or sex, within the past 10 years (Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.).

Volunteer Recreation Council Volunteer Management

CRITERIA FOR EXCLUSION CONTINUED

- **MISDEMEANORS**

- All misdemeanor violence offences within the **past 7 years** (Examples include simple assault, battery, domestic violence, hit & run, etc.).
- **Two (2) or more misdemeanor drug & alcohol offenses within the past 7 years** (Examples include driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.).
- **Any other misdemeanor within the past 5 years** that would be considered a **potential danger to children** or is directly related to the functions of that volunteer (Examples include contributing to the delinquency of a minor, providing alcohol to a minor, theft – if the person handles monies, etc.).

Volunteer Recreation Council Volunteer Management

Good Sportsmanship Code of Conduct

Carroll County Department of Recreation & Parks recognizes that recreational and youth sports play a vital role in promoting the physical, social, and emotional development of children.

We also recognize the need to provide a fun and safe playing environment for all.

Therefore, **all coaches, players, parents, and guests must abide by our Good Sportsmanship Policy/Code of Conduct.**

Volunteers and Parents are required to sign the code and share it with their players/children.

Volunteer Recreation Council Volunteer Management

Good Sportsmanship Code of Conduct

All those involved with youth sports will demonstrate good sportsmanship, demand it of others, AND treat all others with respect regardless of race, sex, creed, or ability.

There is zero tolerance for aggressive behavior, bullying, violence, profanity, or the use of drugs, tobacco, or alcohol at any youth sporting event.

The Good Sportsmanship Policy/Code of Conduct applies to all Department and Recreation Council programs and activities, including, but not limited to, **the playing area, parking lot, or social media, to name a few.**

- The code can be viewed on the Department's webpage:

https://www.carrollcountymd.gov/media/17339/good_sportsmanship_policy_interactive_2023.pdf

Volunteer Recreation Council Volunteer Management

Violation of the Good Sportsmanship Code of Conduct

Failure to abide by the Good Sportsmanship Policy/Code of Conduct may result in disciplinary action from the program or sponsoring Recreation Council.

Action including, but not limited to:

- verbal or written warning,
- ejection from a current event
- suspension for future events
- or suspension for a sports season, among others.

Volunteer Recreation Council Volunteer Management

Good Sportsmanship Code of Conduct - Appeals

NON-APPEALABLE ACTIONS: The following disciplinary actions may not be appealed:

- Probation of one or two-game suspension in activities (includes parent, coaches, parents, or spectators).
- Two-week suspension for participants in adult activities (includes coaches and spectators).

Volunteer Recreation Council Volunteer Management

Good Sportsmanship Code of Conduct - Appeals

- Appeals are presented to the **Recreation Council first** (or the program's executive board, if one is established).
- Once appeals are exhausted at the Recreation Council, appeals can be presented to the **Department of Recreation & Parks Appeals Board**.
- Appeal requests made to the Appeals Board must be submitted in writing within two weeks of being notified of the Recreation Council ruling.
- Appearance before the Appeals Board will occur within **30 days** of receipt of the written request.

Volunteer Recreation Council Volunteer Management

Good Sportsmanship Code of Conduct - Appeals

- Appearance before the Appeals Board, which may include witnesses, is limited to a **maximum of one hour**.
- The Appeals Board will be comprised of the following:
 - Director, Department of Recreation & Parks
 - Division Manager, (Recreation or Parks Manager, as appropriate)
 - A representative from the Recreation & Parks Advisory Board
- The Appeals Board will submit its ruling in writing within one week of the conclusion of the hearing. **The ruling of the Appeals Board is final.**

Volunteer Recreation Council Paid Contractors

Independent Contractors *(18 and older - minors cannot sign a contract)*

An **independent contractor** is a paid position to offer a service through the council. The following must be in place for independent contractors:

- Both parties must sign a **service agreement/contract**;
 - outlining duties
 - location, schedule, dates
 - payment schedule
- Independent Contractors working with youth must undergo a comprehensive background check as outlined in **Md. FAMILY LAW Code Ann. § 5-560 (2014)**
 - This can be scheduled through the department. The contractor is responsible for paying for the background check.
- Independent Contractor must supply their **own liability insurance**.
 - Proof of workman's comp insurance is required for an organization that employs individuals

Volunteer Recreation Council Paid Contractors

Independent Contractors

- Recreation Councils are responsible for the following:
 - Signed contracts are in place
 - Insurance has been obtained
 - Background Checks approved
 - Submitting 1099's as required by the IRS

Volunteer Recreation Council Youth Camps

All youth camps **must** run through the department. The Department of Recreation and Parks will evaluate the need for COMAR regulations and ensure IRS requirements are followed. **(New in 2026 - camps through school boosters do not run through the Department).**

Youth Camp/Clinic Definition:

- The term youth camp or clinic means any program for participants under eighteen (18) years of age **that operates for all or part of the day but less than 24 hours or operates for more than one (1) day's participation**, and the parent/guardian will not be in attendance (any time of the year).
- This does not include instructional or recreational **activities that last for less than two (2) hours per day.**

Volunteer Recreation Council Use of Facilities

- Each Recreation Council and program must work through their **assigned community coordinator** or **department liaison** to request the use of facilities with Carroll County Public Schools or the Department of Recreation & Parks, and County Senior Centers.
- Council programs are **restricted to their home schools and county facilities** unless approval is given from the Recreation Council of a specific facility/park.
- Programs will secure **private facilities**.
 - These facilities will require a certificate of insurance or COI. The Recreation Council Community Coordinator can request these documents from the Department of Recreation & Parks. Please note that the County cannot name anyone as additionally insured.

Volunteer Recreation Council Use of Facilities

- **County Fields:** Use of county fields for organized activities is by permit only. Permits are issued **March 15 - November 30**. Fields are closed from December 1 through March 14 - no exceptions. (This includes Board of Education Properties and such)
- **County Schools:** Joint Use Agreement established 1974 - **allows for after hour use**.
 - Use of school facilities is a **privilege**. Programs must follow rules and policies established by the Board of Education. Failure to do so may result in loss of usage. Programs holding fundraisers are required to pay for the use of schools.
 - **Schools require doors to remain locked at all times. Doors may not be propped open. (This pertains to County facilities as well).**
- Recreation Councils may not **sublet field or facility space** to other groups or organizations.

Volunteer Recreation Council Requirements Use of Facilities:

- When requesting space, councils must indicate the **intent of the usage**, such as practice or games, tournaments. **Blanket requests are not permitted.**
- **Deadlines:**
 - **January 1 (Spring), April 1 (Summer), July 1 (Fall), October 1 (Winter).**
- **Tournaments and Fundraisers at schools** have additional requirements:
 - A cost is associated with any event where a recreation council is collecting a fee to participate (such as a tournament or fundraiser)
 - Event staff to provide school security may be required
 - Teams participating in these events must provide a **certificate of insurance**, naming Carroll County as additionally insured, if possible.

Organizations are required to provide a Certificate of Insurance with minimum coverage requirements of \$1,000,000.00 per incident and \$2,000,000.00 aggregate coverage and

include Carroll County Commissioners, Carroll County Recreation and Parks, and name of Recreation Council as additionally insured.

Friends Groups

Friends groups either report directly to the Department or to a local Recreation Council and are generally established to focus on a singular location. These groups must follow all rules and regulations as the recreation councils.

- Friends of Krimgold Park
- Friends of South Carroll Dog Park
- Friends of Adaptive Recreation Carroll County

Recreation Councils Marketing and Advertisement

- Web page and Facebook pages - standard relationship statement.
- All marketing material and fliers must be approved by the Division of Recreation **before** distribution.
- All publicity must comply with policy and procedures established by the Department of Recreation and Parks, and be clearly identified with the **Recreation Council logo, Department logo**, and include the **accessibility notice** for Carroll County Government.

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities and facilities. Anyone requiring an auxiliary aid or service for effective communication, or who has a complaint, should contact The Department of Citizen Services, 410-386-3600 or 1-888-302-8978, or MD Relay 711/1-800-735-2258, as soon as possible but no later than 72 hours before the scheduled event.

- Councils may request individuals' fliers be sent electronically to their 'home schools'.

Volunteer Recreation Council Concussion Information

Code of Maryland Regulations

Chapter 13A.06.08. Head Injuries and Concussions in Extracurricular Athletic Events

Any athlete who has suffered any injury to or around the head should be removed from the game/practice and evaluated by a licensed medical provider.

- Volunteer Coaches are **required to read and understand** concussion protocol.
- **Parents are required to sign Carroll County's Concussion Information Sheet.**

Concussion Information Sheet

https://www.carrollcountymd.gov/media/17340/concussion-information_interactive_2023.pdf

CDC Heads Up to Youth Sports Concussion Training

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Recreation Council Accidents/Injuries

- Program leader, coach, or instructor must submit an accident form to the Division Chief of Recreation within **24 hours of injury**.
https://www.carrollcountymd.gov/media/17338/accident_injury_form_2023_interactive.pdf
- If an ambulance is called, notify the Division Chief/Manager immediately, lcarroll@carrollcountymd.gov
- Coaches, leaders, and instructors are **encouraged to get trained in First Aid/CPR/AED**. At a minimum, review Hands Only CPR and Stop the Bleed online courses. (Links provided by community coordinator)

Public Law No. 115-126 (02/14/2018) - AKA Safe Sports Act
PROTECTING YOUNG VICTIMS FROM
SEXUAL ABUSE AND SAFE SPORT
AUTHORIZATION ACT OF 2017

To prevent the sexual abuse of minors and amateur athletes by requiring the prompt reporting of sexual abuse to law enforcement authorities, and for other purposes.

Contact information

Charles Carroll Recreation Council
(Meet 2nd Thursday) President Kathy Lowe
Department Liaison: Candy Sample
csample@carrollcountymd.gov

Carroll County Equestrian Council
Meet 1st Tuesday) President Darleen Welsh
Department Liaison: Jamie Noel
jnoel@carrollcountymd.gov

Central Carroll Recreation Council
(Meet 2nd Tuesday) President Robert Freter
Community Coordinator: Steve Krouse
skrouse@carrollcountymd.gov

Freedom Area Recreation Council
(Meet 3rd Thursday) President Ken Whalen
Department Liaison: Jamie Noel
jnoel@carrollcountymd.gov

Friends of Hashawha & Bear Branch
(Meet 1st Thursday) Chair Kristin Darby
Department Liaison: Dawn Harry
dharry@carrollcountymd.gov

North Carroll Recreation Council
(Meet 2nd Wednesday) President Andy Kiler
Community Coordinator: Maria Artista
martista@carrollcountymd.gov

Piney Run Recreation and Conservation Council, President Colleen Winters
Department Liaison: Dylan Collins
dcollins@carrollcountymd.gov

West Carroll Recreation Council
(Meet 2nd Monday) President Stephanie Clavell
Community Coordinator: Penny Rockwood,
prockwood@carrollcountymd.gov

Westminster Recreation Council
(Meet 3rd Wednesday) President Josh Gold
Community Coordinator: Laine Janoski
ejanoski@carrollcountymd.gov

Winfield Recreation Council
(Meet 4th Monday) President Jordan Bird
Coordinator: : Natalie Janoski
njanoski@carrollcountymd.gov

Woodbine Recreation Council
(Meet Thursdays) President Eric Troppman
Department Liaison: Myiah Edwards
medwards@carrollcountymd.gov

Department of Recreation & Parks
410-386-2103
Director, Bob Hicks
Division Manager/Recreation, Lisa Householder
lcarroll@carrollcountymd.gov
Division Manager Parks, Vacant