

Important Dates

- **May 31, 2010:** Memorial Day, Schools Closed. **2010 -2011 Indoor Facility Use Requests Due**
- **June 9, 2010:** 8:00p Rec Council Meeting
- **July 4, 2010:** Independence Day, No Rec Programs
- **August 1, 2010:** September Newsletter Information Due
- **August 30, 2010:** Opening Day for Students
- **September 6, 2010:** Labor Day, Schools Closed
- **September 8, 2010:** 8:00p Rec Council Meeting
- **September 9, 2010:** Rosh Hashanah, Schools Closed
- **September 11-12, 2010:** Reisterstown Festival
- **September 14, 2010:** Primary Election, Schools Closed
- **October 1, 2010:** November Newsletter Information Due
- **October 13, 2010:** 8:00p Rec Council Meeting
- **November 2, 2010:** General Election, Schools Closed
- **November 10, 2010:** 8:00p Rec Council Meeting
- **November 25-26, 2010:** Thanksgiving Holiday
- **December 1, 2010:** January Newsletter Information Due
- **December 8, 2010:** 8:00p Rec Council Meeting

Reisterstown Recreation
and Parks Council

2010-2011

March 2010

Program Chairperson News

It's time to prepare for a new year. Enclosed you will find a program request/budget form, indoor facility use request and other information.

Indoor Facility Requests

These requests must be completed for all **registrations, regularly scheduled meetings and program sessions, special events, special rehearsals, tournaments, long-term activities**, etc. Your requests should include any special needs such as tables, chairs, TV/VCR, public address system, lighting, stages, and access to water or electricity. The information on these forms is vital in order to prepare applications for building use permits which we submit to the respective school administrations **by July 1**. It also enables this

office to schedule the many different programs in the various facilities. Please keep in mind that there are numerous programs competing for the limited facilities available. We will try to honor all requests but must give priority to (1) youth programs and (2) pre-existing programs. For your convenience we have enclosed a 10/11 calendar as well as a list of dates that the 10/11 Baltimore County Public Schools will not be available.

Your request will be reviewed by our office staff as to number of participants, suitability of the group and activity to a

Department of
Recreation and Parks

particular facility, availability of the facility requested, previous performance of the group using these facilities, and the program's standing with the recreation council. "Application for Use of School Facilities" (building permit request) forms will be prepared by this office and submitted to the Board of Education administrative staff of the appropriate school facility for approval.

PLEASE NOTE: Your program may NOT operate in a school facility when BCPS has closed schools (or inclement weather - see notice on reverse). This list of dates may change according to schedules of individual school activities.

Facility Use Schedules

It is required that this office have your program's schedule **two weeks prior** to use in order to provide sufficient leadership for access and safety. Please provide the office with game, practice and meeting schedules and any other relevant information for smooth program operations.

If schedules are not submitted as described above, there will be no leadership coverage for your program and you **will not** use the county facilities. **Please note that initial requests and any changes to indoor facilities use may entail a 6-8 week approval period and out a season programs will have to pay for leadership.**

Responsibilities of a Chairperson

Each activity, through its chairperson, has a responsibility to the council and the entire community. **All chairpersons are members of the recreation council.** The recreation council formulates policies and promotes recreation in the community. Regular attendance

to council meetings, support and input are greatly encouraged and appreciated. Listed below are some areas in which a chairperson can offer invaluable assistance:

- Act as a liaison between the council and the program served. Educating participants and spectators in rules for use of facility.
- Give the council a monthly report including financial status, attendance, registration, problems and forthcoming special events.
- Be familiar with the council policies relating your program. These should include council reports, purchasing and budget expenses.
- Work with the recreation staff in establishing schedules, registration dates, dates of operation and special events.
- Meet with the staff and committees in determining what supplies and equipment are needed. All expenditures must be approved by the recreation council as per the program budget. After gaining approval, make necessary arrangements for program purchases and forward receipts and/or check requests to the council treasurer as per council procedures.

Inclement Weather Procedures

Indoor:

1. When Baltimore County schools are closed or dismissed early for inclement weather during the daytime because of heavy snow, icy conditions, etc., all recreational programs are canceled for the evening, regardless of changes in the weather.
2. On Saturdays and Sundays:
 - A. If the **Snow Emergency Plan** is in effect, recreation is cancelled.
 - B. If the snow emergency plan is not in effect, the program may meet, as directed by the community supervisor.

Outdoor:

Practices and games are postponed when the field conditions are hazardous as a result of inclement weather. The staff has complete authority for those decisions.

In event of thunder and/or lightning: Play will be curtailed for 30 minutes after the last sound of thunder. Everyone must seek shelter in car or enclosed building for safety. Refer to BCRP directive #13 concerning lightning for more details.

Program Request/Budgets

Program requests/budgets must be approved by the recreation council executive board before:

1. Requests for building use permits can be submitted.
2. The program may be advertised.
3. The program may begin operation.

Therefore, it is important that this be done at least 1-2 months before the program scheduled start. The council executive board meets on the second Wednesday of every month (except July and August) at the Hannah More School cafeteria at 7:15p. General council meetings begin at 8:00p.

Note: If your program is to begin before October, you should submit your program budget for approval at the May council meeting.

Out-of-season programs must pay for hourly leadership fees (approx. \$11/hr).

Advertising

The recreation council has approved a newsletter format for notification of upcoming program events and registrations. This office will attempt to publish a bi-monthly newsletter.

Information for newsletters should be submitted by the **1st of the month before** the newsletter's publication: i.e., information on dates, costs, fees will be needed by **August 1** for all fall sports to be included in the Back to School (September) newsletter. If a program chooses to publish its own

flyers, **Baltimore County Department of Recreation & Parks, Reisterstown Recreation & Parks Council, the current county logo, and the county recreation & parks disclaimer (available from the rec office) must appear on those flyers** and the flyer must be submitted to this office for approval **before** reproduction & distribution. Contact the office for flyer count and breakdown. If a program desires to have a news release sent to the Owings Mills and Community

Times, please submit the item in writing to this office complete with dates for release.

IMPORTANT!

Any and all notices that go out to the community must first be approved by this office.

To advertise on the Hannah More Center sign, please submit your request with all pertinent information (dates, times, etc.) via email below. Please give at least two weeks prior notice.

Adult Programs

The Reisterstown Recreation Council has an annual assessment of \$300 for the use of a gymnasium one night during the week. If your program meets more than one night during the week, an additional annual assessment of \$300 will be charged for each additional night of the week. Weekend use will remain \$200 for one day a week, and a leadership cost will be assessed and added to this amount. Any previous outstanding fees must be paid before a new permit can be issued.

Community Groups

Community groups and homeowners associations using recreation facilities are encouraged to make a donation to the recreation council of \$25.00.

Program Rosters

A complete roster for your program with team/coach breakdowns must be submitted to this office before the program can begin. This information will enable us to keep our office records up to date and to ensure better communication between our staff and program volunteers. Failure to submit a roster can result in revocation of facility use permit.

Reisterstown Recreation Office Staff:

Steven Gravelle, Community Supervisor II
Matt Frosolone, Activity Coordinator
Robin Quinn, Administrative Aide

Reisterstown Recreation Office

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Balto. Co. Dept of Recreation & Parks website:
<http://www.baltimorecountymd.gov/Agencies/recreation/index.html>

Reisterstown Recreation website: <http://www.reisterstownrec.com>