

**Hancock Recreation Committee  
By-Laws**

**Updated: 8/13/2024  
Rec Approved: 8/13/2024  
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*Mission Statement:* The Recreation Committee is committed to giving all Hancock children the opportunity to participate in group and individual athletic programs that encourage healthy, active lifestyles while keeping participants safe. The Recreation Committee also strives to provide town residents with community events for all ages.

*Preamble:* Whereas, in all regulated organizations, certain rules and regulations (By-Laws) are adopted as necessary for effective operation. Therefore, we, the members of the Hancock Recreation Committee, an organization established by the Town of Hancock, do for furthering the objective for which we have agreed, agree to support the following By-laws, as approved by the Board of Selectmen.

### **Article One: Title and Purpose**

1. The organization shall be known and designated as the Hancock Recreation Committee, with oversight only by the Town Board of Selectmen.
2. The purpose of the Committee shall be to:
  - a. Provide and operate youth sports programs including:
    - i. Soccer
    - ii. Basketball
    - iii. Cheering
    - iv. Indoor Soccer
    - v. Baseball
    - vi. Softball
    - vii. Additional sports, recreation or health programs as determined by community interest.
  - b. Provide and operate community events including:
    - i. Halloween Bash
    - ii. Holiday Tree Lighting
    - iii. Easter Egg Hunt
    - iv. School/Community Dances
    - v. Additional events as determined by community interest.
  - c. Oversee field operations, maintenance, improvements and oversee land/building use at the Town's Recreation Property located on Cemetery Road in conjunction with the Town Board of Selectmen
  - d. Hear complaints and decide upon action

### **Article Two: Volunteers**

1. Individuals interested in volunteering for the Hancock Recreation Committee are required to:
  - a. Complete a Volunteer Application
  - b. Complete a background check conducted by the Town of Hancock if one on one contact with children is expected in their capacity as a volunteer.

- c. Be a resident of Hancock or have a child enrolled in Hancock Grammar School
  - i. If this criterion is not met, the Hancock Recreation Committee Officers are authorized to make a special approval on a case-by-case basis to be documented on the Volunteer Application

### **Article Three: Membership**

1. Committee Membership consists of a minimum of 5 – 7 voting Members, appointed by the current Recreation Committee Members.
  - a. A Voting Member is a volunteer who has attended 50% of the meetings in a 6-month period. If 3 consecutive meetings are missed, individuals will be deemed an inactive member.
2. Appointed Committee terms begin annually on June 1<sup>st</sup>.
3. To maintain Membership individuals must comply with the qualifications stated in Article Two, including a background check as well as the following:
  - a. Maintain current CPR/First Aid certification
    - i. The Recreation Committee will host a CPR/First Aid class for Members and Coaches seasonally with the cost of the course being paid by the Committee
    - ii. If a Member is already certified, proper documentation will be viewed by the Committee and documented appropriately including expiration date.
  - b. Complete annual certification in child abuse prevention
    - i. Members will be provided with a personalized link to complete an appropriate child abuse prevention training once member application has been received.
  - c. Complete annual certification in Concussion training
    - i. Training can be found at:  
<https://www.cdc.gov/headsup/youthsports/training/index.html>
    - ii. Training can be completed individually at the members convenience with the completion certificate provided to the Recreation Committee. The Committee may seasonally offer group training in which the Committee will record members present.
  - d. If a member is already certified, proper documentation will be viewed by the Committee and documented appropriately including expiration date.

### **Article Four: Meetings**

1. Committee meetings will be held monthly by the Committee Members, unless it is determined a meeting is not necessary for that month.
2. Meeting times and dates may be changed for the convenience of Committee Members with a minimum of 48-hour notice.
3. Meetings will be held at Hancock Grammar School, unless space is not available.
4. All meetings shall be open to the public.
5. An Agenda shall be prepared one week prior to meetings.

6. Minutes for all meetings held shall be prepared and kept at the Town Office and with the Recreation Committee Secretary.
7. If the Secretary is absent, the Committee shall appoint a Secretary for the purpose of recording the minutes for that meeting.
8. A Quorum of 3 is defined as the majority of the entire Committee. A quorum must be present for a vote to take place.

#### **Article Five: Officers, Elections and Removal from Office**

1. Committee Officers, the Executive Board, shall consist of a Chairperson, Co-Chairperson, Secretary, Sports Coordinator and Account Advisor.
2. Individuals are encouraged to hold just one Officer position but may hold no more than two.
3. The voting members of the Committee elect all Officers to their positions.
4. Nominations for Officer positions will be held annually during the Committee's regular April meeting.
5. Elections will be held annual during the Committee's regular meeting in May, with new Officers transitioning annually in June.
6. If an Officer position becomes vacant, the Committee shall elect another person to fill the vacancy.
7. The Committee, at a regular or special meeting, may approve a recommendation for the removal of an Officer for misconduct, for failure to perform duties of their Office, and/or for failure to attend meetings.
  - a. Failure to attend is defined as missing 3 or more consecutive meetings or missing 50% of the meetings held in 6 months.
8. Committee recommendations for removal of an Officer are made to the Chairperson, and an Executive Board vote shall make the final decision for removal of Officer position, or removal from Committee in totality.
9. If the Recreation Committee Executive Board is unable to reach a decision, the matter will be brought to the Town Board of Selectmen.

#### **Article Six: Duties of the Executive Board Positions**

##### **General Duties of the Executive Board**

1. All Executive Board Members must attend the Committee meetings unless excused by the Chairperson.
2. The Executive Board shall hear and decide upon all complaints, protests, and appeals. They will decide as a whole Committee the appropriate disciplinary actions for incidents of misconduct. If a decision cannot be made, the Town Board of Selectmen will be brought in to assist further.

##### **Officers – Chairperson**

The Chairpersons duties shall include, but not be limited to:

- e. Oversight of all the recreation programs, fields, commissioners, volunteers, and financial statements with the Town Board of Selectmen.
- f. Requesting funds through the Town Office, and oversight of the use of the funds.
- g. Enforcement of Committee By-Laws. (Where league rules are applicable; Chairperson must follow league rules.)
- h. Communication with Town Officials as necessary.
- i. Scheduling building and field usage as needed.
- j. Preparation of meeting Agendas one week prior to meetings.
- k. Moderation of Committee meetings including following the agenda and maintaining meeting order.
- l. Monitoring of follow-through on actions taken during Committee meetings.
- m. Call for votes during meetings.
- n. Ensure upkeep and maintenance of recreation facilities in conjunction with the School and Town Board of Selectmen.
- o. Addressing vandalism, broken, and dangerous equipment within the Recreation programs.

### **Officers – Co-Chairperson**

The Co-Chairpersons duties shall include, but not be limited to:

- a. Filling in for the Chairperson when they are absent or cannot attend a meeting or function.
- b. Ensuring safety and security at all events and functions.
- c. Ensuring proper volunteer/membership requirements are satisfied to include applications, trainings, and background checks.
- d. Disciplinary hearings or concerns brought forward for a Committee member, player, parent, or community member.

### **Officers – Secretary**

The Secretary duties shall include, but not be limited to:

- a. Completing Committee minutes and submission to the Town Office for filing.
- b. Notification of upcoming meetings through email, text, or social media.
- c. Oversight of the publicity of the Committee (flyers, social media, etc.) of upcoming sports season, events, and all other notices necessary. This may be delegated as necessary.

### **Officers – Account Advisor**

The Account Advisor duties shall include, but not be limited to:

- a. Coordination with the Chairperson and the Town Treasurer to manage the Committee funds.

- b. Maintaining a written record of the Committee's finances and provide a Treasurer's Report at each monthly meeting.
- c. Monitoring and recording of sports registration fees, scholarships and equipment needs in coordination with the Chairperson and Sports Coordinator.

### **Officers – Sports Coordinator**

The Sports Coordinator duties shall include, but not be limited to:

- a. Organization of all sporting activities, schedules, facilities, and fields during each sport season.
- b. Distribution and collection of sport registration forms in a timely manner.
- c. Acquiring coaches for each age level and ensuring the proper background checks are completed.
- d. Ensuring adequate CPR/First Aid and concussion training is completed by Coaches and documented on coaching applications.
- e. Providing coaches with all contact and emergency information as well as additional information relevant to the operation of the sport.
- f. Reservation of facilities and organize game and practice schedules in coordination with Hancock Grammar School.
- g. Partnering with the YMCA to facilitate a successful sporting season for those teams organized through the YMCA.
- h. Ensuring sporting equipment and uniforms are adequate for each season's use and ordering as needed and voted upon by the Recreation Committee.

### **Article Seven: Sports Policy**

#### **Coaches**

1. All Coaches will be selected and approved by the Sports Coordinator.
2. All Teams will be encouraged to have at least 2 Coaches per team.
3. Prior to conducting practices, games or meetings, Coaches will be required to complete:
  - a. A background check
  - b. Review and approval of Hancock Recreation Committee Coaches Handbook
  - c. Concussion training
    - i. Training can be found at:  
<https://www.cdc.gov/headsup/youthsports/training/index.html>
    - ii. Training can be completed individually at the Coaches' convenience with the completion certificate provided to the Recreation Committee; or the Committee may seasonally offer group training in which the Committee will record Coaches' present.
    - iii. If a Coach is already certified, proper documentation will be viewed by the Committee and documented appropriately including expiration date.
  - d. Complete annual certification in child abuse prevention

- i. Coaches will be provided with a personalized link to complete an appropriate child abuse prevention training once Coach application has been received and approved.
- e. CPR/First Aid training
  - i. The Recreation Committee will host a CPR/First Aid class for Coaches seasonally with the cost of the course being paid by the Committee
  - ii. If a Coach is already certified, proper documentation will be viewed by the Committee and documented appropriately including expiration date.

## **Players**

1. All Players will register according to the registration guidelines set by the Committee for that sporting season/event. Players will play in their appropriate age group as set forth by the Committee.
2. All Players must agree to show up to no less than 60% of the sporting practices, meetings, and games with the exception of cheering; cheering practices are mandatory unless excused by the Coach. In the event a player does not participate as required, a meeting should be called between the parents, Coaches and Sports Coordinator.
3. In the event a player has discipline, behavioral, or any other type of issue, a meeting will be set up between the parents, Coaches, Sports Coordinator and Co-Chair.

## **Officials, Referees, and Umpires**

1. All game officials will be knowledgeable in the game and will agree to be fair and impartial.
2. All game officials shall report any unacceptable behavior by players, coaches, and spectators to the Sports Coordinator.

## **Youth Sports Registration Fees**

1. The Hancock Recreation Committee will set the Registration fees at the beginning of each sports season.
2. Registration fees will be based on the rates charged by the YMCA for our participation in the season.
3. In the event a child is unable to participate due to financial hardships, a scholarship, payment plan or reduced rate will be made accessible.
  - a. Parents can apply for assistance through the Sports Coordinator. The Sports Coordinator will review and omit names, will present to the Recreation Committee the number of scholarships requested. A majority vote will be required to award a scholarship.
4. If parents are active Recreation Members, registration fees are waived for their child/children.



## **Article Eight: Drug and Alcohol Policy**

1. Tobacco products, including but not limited to cigarettes, cigars, snuff, vape pens, electronic cigarettes, dip and chewing tobacco are prohibited at the Town of Hancock Recreation Fields and School Grounds.
2. Any parent, coach or chaperone will not consume alcohol in the presence of any program participant during games, practice, or events/trips when the teams are representative of the Town of Hancock. Any adult guilty of this offense will be suspended from all involvement with any Town of Hancock sponsored Recreation Program for 1 year, from the date of infraction.

## **Article Nine: Complaints/Discipline/Investigations**

1. All complaints will need to be made in writing to the Recreation Committee Chairperson. The complaint must contain who the complaint is against and the nature of the complaint along with dates/times and location.
2. All complaints will be investigated within 5 business days and a written response will be sent to the Complainant.
3. In the situation that the complaint is severe and needs to be addressed in a timely manner, the Chairperson, Co-Chair and Sports Coordinator will investigate it immediately and act if necessary to remove the Coach. Otherwise, a special meeting will be held for the Executive Board to decide further action.
4. The Co-Chair will be responsible for all investigations into coaches and/or officials. In most cases, the Sports Coordinator will help.
5. After an investigation is complete, the Co-Chair will provide a written report, indicating the complaint, the investigation results, to include statements from all witnesses, players, coaches etc. A written recommendation from both Co-Chair and Sports Coordinator will be submitted to the Chairperson.
6. The Chairperson will contact the coaches and explain the complaint, the investigation, and the recommendation. The Coach will have 3 business days to appeal the ruling.
7. An appeal meeting will be held with Coaches, Witnesses, and the Executive Board.

## **Article Ten: Program and By-Law Amendments**

1. Recommendations for additions, deletions, or changes to any sports program rules, or any other approved Committee procedure shall be brought before the Committee for review and final determination. A majority vote of the Committee is required to approve or reject any recommended additions, deletions, or changes.
2. These by-laws may be amended at any regular meeting by a majority vote.
3. Changes to the Recreation Committee By-Laws must be approved by the Town of Hancock Board of Selectmen.

### **Article Eleven: Overrule or Override Authority**

1. An individual committee member, or any group of individual committee members, shall under no circumstances, have the authority to overrule or override any subject matter that was discussed and/or voted on by the Committee without a discussion and vote as a Committee.
2. The Committee, at any meeting may (by majority vote) overrule or override any prior decisions made by a majority vote of the Committee.

### **Article Twelve: Effective Date of Recreation Committee By-Laws**

The forgoing By-Laws shall become effective immediately upon Selectmen's approval.

### **Article Thirteen: Program Revenues and Expenditures**

1. In compliance with the plans already set forth, all revenues from donations, fundraisers and registration fees will be entered into the Town's bookkeeping system.
2. Supply purchases will attempt to be made at a vendor location where charge accounts have been established by the Town. If that is not possible, the purchaser (Recreation Committee Member) can submit reimbursement in accordance with the Board of Selectmen Warrant.
3. All Recreation Committee invoices will be paid through the Town Treasurer's Warrants and authorized by a majority of the Hancock Board of Selectmen.

### **Article Fourteen: Approvals**

These By-Laws have been reviewed and approved by the Hancock Recreation Committee with a majority vote during the meeting held on August 13, 2024.

These By-Laws have been reviewed and approved by the Town of Hancock Board of Selectmen with a majority vote during their meeting held on September 4, 2024.

Summary of By Law changes made and approved at 8/13/2024 Hancock Recreation Committee Meeting:

Article One: Title and Purpose (pg 3): removal of line item (2.e.) regarding field use

*Text removed:*

- e. Hear requests and decide upon use of Recreation fields by other entities

Article Seven: Sports Policy (pg 8); removal of line item (4.) regarding sibling discounts

*Text removed:*

- 4. If a family has more than 1 child participating in a single sports season, a discount of 25% will apply to all siblings.

Article Fourteen: Approvals (pg 10); updated approval dates to reflect the HRC accepting changes as made above

These By-Laws have been reviewed and approved by the Hancock Recreation Committee with a majority vote during the meeting held on *August 13, 2024*.