

**BY-LAWS OF THE
PETERS TOWNSHIP PARKS AND RECREATION BOARD**

ARTICLE I. NAME

The name of this organization shall be the Peters Township Parks and Recreation Board.

ARTICLE II. PURPOSE

The Purpose of the Peters Township Parks and Recreation Board is to:

1. Advise and recommend to Peters Township Council, in conjunction with the Parks and Recreation Director, the policies and practices of recreation, the Community Recreation Center (CRC), and park services in Peters Township in accordance with laws and agreements governing public recreation in the Commonwealth of Pennsylvania.
2. Promote recreation and park services.
3. Participate in initiation, review and recommending the development of recreation areas and park facilities to Township Council for approval and funding.
4. Assist the Parks and Recreation Director in the organization and development of recreational activities that address the needs of the community.
5. Engage in such public outreach, education and advocacy, to the extent permitted by law, as the Board determines necessary or advisable in order to provide a forum for public discussion and decision-making about Parks and Recreation issues.
6. Provide a forum to review, and advise the Parks and Recreation Director in matters pertaining to the enforcement of the Participant Sportsmanship Pledge as requested by staff, by an individual, or by a Peters Township Recreational Sports Association.
7. Solicit input for and engage in a review of the Capital Improvements List pertaining to recreational and capital improvement projects
8. Solicit assistance from any and all resources to meet these ends.
9. Work with the designated youth sports associations that operate under the auspices of the Parks and Recreation Department. These youth sports associations must provide the Parks and Recreation Director with the Township required documentation and follow established policies, procedures and ordinances in order to use the Township fields and facilities and the School District facilities as requested and granted to the Parks and Recreation Department. The Parks and Recreation Board monitors compliance to the required documentation. Although independent from the Township, the sports associations may seek guidance from the Parks and Recreation Board as needed and the Parks and Recreation Board may make recommendations if they feel an association is not operating in the best way to serve the community.

ARTICLE III. MEMBERSHIP

Section 1. The Board shall consist of a minimum of seven members and up to a maximum of nine members, of which three will be nominated for appointment by the School District. The Peters Township Council will appoint all members. Members of the Parks and Recreation Board may serve no longer than three years each term. If desired members may seek reappointment after his/her term.

ARTICLE IV. OFFICERS

Section 1. The officers of the Parks and Recreation Board shall consist of a Chairperson and Vice-Chairperson.

Section 2. The Chairperson shall preside at all meetings and shall have the duties normally conferred by parliamentary usage on such officers including appointment of standing committees. The Chairperson may prepare the agenda for meetings. In absence of Chairperson, the Vice-Chairperson shall preside.

ARTICLE V. ELECTION OF OFFICERS

Section 1. An annual organization meeting shall be held on the first regularly scheduled meeting in January.

Section 2. Nominations shall be made from the floor at the annual organization meeting and election of the officers as specified in Section 1 of ARTICLE IV shall follow immediately thereafter.

Section 3. Whenever an officer vacancy occurs during the year, it shall be filled at the next regular meeting.

Section 4. Officers shall be elected to serve for one year, and until their successors have been duly elected and qualified.

Section 5. A Parks and Recreation Director may be employed by the Peters Township Council who shall be the ex-officio member of the Parks and Recreation Board. The Director shall be entitled to attend all regular meetings of the Board and to participate in discussion, but shall not be entitled to vote.

ARTICLE VI. COMMITTEES OF THE BOARD

Committees may be created as deemed necessary.

ARTICLE VII. Y.E.S. Program

Section 1. Y.E.S. (Youth Exemplifying Sportsmanship) is a youth centered program facilitated by the Peters Township Parks and Recreation Department in

conjunction with its community sports programs, and in support of the Character Counts initiative.

Section 2. Its mission is to provide the children of Peters Township with an opportunity to participate in a positive youth sports program by:

- Coordinating and guiding Parks and Recreation Sports Associations in promoting sportsmanlike conduct in their respective organizations
- Providing written materials, resources and training to parents, coaches, and players
- Monitoring the successes and needs of all participants

Section 3. The Goals of Y.E.S. are:

- To examine attitudes toward youth sports participation
- To educate participants
- To teach sports and life skills
- To allocate resources to develop the Y.E.S. program
- To support community and social goals
- To develop respect and support for coaches
- To develop a sportsmanship code of conduct
- To educate the spectators/fans
- To model sportsmanlike behavior

In order to achieve its mission and goals, the establishment of an operating Y.E.S. committee is necessary. The Y.E.S. committee shall be comprised of:

- All Parks and Recreation Board members and department personnel.
- One member from the Parks and Recreation Board, designated as a chair, who will be responsible for coordinating activities and financial resources.
- Volunteers from the community.

Section 4. Meetings will be conducted as needed and determined by the co-chairs with input from other committee members.

Section 5. Funding for Y.E.S. will be obtained from sources such as government or private grants, Peters Township budget, and from corporate and private donations of services, goods, or money.

Section 6. Accounting and expenditure of funds will comply with the requirements of Peters Township.

ARTICLE VIII. MEETINGS

Section 1. Meetings shall be held on the third Thursday of the month at 6 p.m., in the Community Recreation Center. In the event of a conflict, a majority vote at any meeting may change the date or place have said meeting.

Section 2. Each member of the Board shall receive notice of all regular meetings with Agenda and materials for Board review at least five (5) days prior to each meeting.

Section 3. A quorum is necessary to constitute a meeting and shall consist of a majority of the Board. A majority of the members present shall be required to pass a vote. A roll call vote may be requested.

Section 4. The Chairperson may call special meetings. It shall be the duty of the Chairperson to call a special meeting when requested by the majority of members of the Board. All members shall be notified in advance of such meetings.

Section 5. General parliamentary rules, as given in the Robert's Rules of Order edition, as modified by rules and regulations of the Board shall be observed in conducting meetings of the Board.

Section 6. All meetings or portions of meetings at which official action is taken shall be open to the general public. However, the Board may meet in closed session for discussion purposes.

Section 7. The order of business at regular meetings shall be:

- a. Call to Order
- b. Approval of minutes of previous meeting
- c. Audience Comments (Comments limited to 5 minutes per visitor)
- d. Old Business (Visitors commenting on agenda items are limited to 10 minutes.)
- e. New Business (Visitors commenting on agenda items are limited to 10 minutes.)
- f. YES Report
- g. Director's Report
- h. Monthly financial Report
- i. Correspondence
- j. Complaints
- k. Announcements
- l. Adjournment

Section 8. A motion from the floor must be made, properly seconded and a vote of the members in attendance recorded in order to dispense with any items on the Agenda.

ARTICLE IX. AMENDMENTS

By-Laws may be adopted, amended or repealed at any regular meeting. The amendment shall be submitted in writing one month before being voted on. A majority of members present is required.

ARTICLE X – Parks and Recreation Sanctioned Youth Sport Programs

Section 1 - Peters Township Parks and Recreation Department Philosophy
And Goals for Youth Sports Programs

All youth sports programs under the auspices of the Peters Township Parks and Recreation Department will adopt this statement of goals and philosophy as an amendment to their bylaws. The Peters Township Parks and Recreation Board feels strongly that the purpose of its recreational sports programs is to encourage and develop in children a love for sports in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship.

Section 2 - The 3 major goals of recreational youth sport programs are:

- (1) To address the physical, social and emotional developmental needs of children.
- (2) To encourage participation in sports as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
- (3) To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.

Section 3 - In order to achieve these goals, all recreational sports programs will:

- (1) Encourage equal playing time among players (except for non-recreation teams or tournament teams).
- (2) Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible (except for non-recreation teams or tournament teams).
- (3) Teach positive coaching techniques to coaches. Negative criticism is inappropriate for young children. Positive coaching builds self-esteem and team spirit.
- (4) Forbid stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing (except for non-recreation teams or tournament teams).
- (5) Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to the following "Sportsmanship Code of Conduct".

AMENDMENTS

ARTICLE XI – Scope of Authority

Section 1 – Sports Organization Non-Compliance of Policy and Requests

The intent of this policy is to establish a clear, consistent, fair and objective framework to assist the Parks and Recreation Director, staff, and Board to effect corrective action for sports associations, individuals, or other users of Parks and Recreation facilities, services or programs who fail to comply with the existing by-laws, regulations or policies.

Section 2 – The Parks and Recreation Department expects all user groups and participants to treat staff and other users with respect and to conduct themselves in such a way as to promote safe and positive experiences.

Section 3 – All participants in Parks and Recreation sanctioned youth programs will be expected to abide by the Participant Sportsmanship Pledge, and will be held responsible for non-compliance in accordance with the enforcement guidelines therein.

Section 4 – Participant Sportsmanship Pledge:

The goal of the Peters Township Parks and Recreation Department and board is to insure that its recreational sports programs encourage and develop in children a love of sports in a safe positive environment, which teaches skill development, teamwork, and sportsmanship. It is therefore essential for parents, coaches, and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, self-control and the core values of Peters Township, those of honesty, responsibility, and respect.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.

I will not engage in any behavior, which would endanger the health, safety or well being of any coach, parent, player, participant, official, or any other attendee.

I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.

I will not smoke, vape or use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.

I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.

I will not engage in the use of profanity.

I will not encourage my child, or any other person, to engage in the use of profanity.

I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:

- Verbal warning.
- Written warning.
- Suspension or immediate ejection from a youth sports event.
- Suspension from multiple youth sports events.
- Season suspension or multiple season suspension.

Section 5 - Peters Township Parks and Recreation Department Guidelines for Enforcement of the Participant Sportsmanship Pledge

Philosophy: Merely teaching and preaching about the ideals of sportsmanship and good character represented by the Y.E.S. and Character Counts initiatives is not enough. It is essential that the leaders in the community and sports associations demonstrate courage and firmness in consistently holding coaches, athletes, parents and others to those expectations.

The Participant Sportsmanship Pledge is a document that establishes clear conduct expectations for coaches, parents, spectators, and others. The Participant Sportsmanship Pledge must be signed by at least one parent of a player, and all coaches and managers, prior to the start of the season, ideally at registration. It is the responsibility of the sports associations to maintain a file of the signed documents. Failure of an individual to sign the Participant Sportsmanship Pledge does not exempt the individual from receiving consequences for non-compliance.

Since behavior patterns are strengthened by both positive and negative consequences, the following guidelines have been developed to assist the Peters Township Parks and Recreation Department and its sports associations in enforcing the community goals of sportsmanship and good character.

GUIDELINES FOR DETERMINING CONSEQUENCES:

- Reward good conduct and personal development by positive recognition. Firmly discourage bad behavior by immediate correction and prompt discipline.
- Verbally praise model behavior and correct misbehavior as often as possible with both athletes and coaches.
- Recognize athletes and coaches who demonstrate exceptional sportsmanship and character after games and in post-season awards.

- Make demonstrating good character and sportsmanship a job requirement for coaches and a factor in playing time (e.g. players who violate conduct expectations should be benched regardless of the competitive situation).
- Approach parents and spectators who fail to meet expectations. Communication might include private meetings, letters, announcements, warnings and ejection from games or practices.
- Enforce the Policy –immediate ejection from the event and a minimum of one year or season suspension (as a spectator or coach) for the following behaviors:
 - Physical abuse of or threat to do bodily harm to a player, coach, referee, official, or volunteer.
 - Possession of alcohol or illegal drugs at games and practices, regardless of location.
 - After an individual is sanctioned three times in one year for verbal abuse or harassment.

Enforcement of the Policy may necessitate the involvement of the police and/or judicial options.

- Determine appropriate disciplinary action for other documented violations such as: verbal warning, written warning, suspension, removal from premises and removal from league, suspension from coaching or leadership activities, completion of an anger management program.

Section 6 – Enforcement Order of Precedence

1) Association Level - The appropriate sports association coach or president must address problems that result in failure to adhere to the Participant Sportsmanship Pledge. In the event that the responsible sports association is unable to determine and implement the appropriate disciplinary action, or when an incident involves a board member, officer, or commissioner of a sports association, the involvement of the Parks and Recreation Department staff is required.

Enforcement of the Policy must be reported to the Peters Township Parks and Recreation Department staff within five days. Failure of a sports association to implement the consequences will result in loss of fields or facilities.

Individuals may request an appeal of policy consequence by contacting the Peters Township Parks and Recreation Department staff within five days of the notification of the decision.

2) Parks and Recreation Staff Level – Any individual(s) and/or group(s) wishing to appeal any disciplinary measure may refer the matter for resolution to the Parks and Recreation Director in writing within 10 days of the disciplinary action being communicated to the Parks and Recreation Department. The Parks and recreation Director will review the circumstances surrounding the incident and the process used by the responsible Association for determining the extent of disciplinary action warranted. The Parks and Recreation Director may refer the matter back to the responsible Association for further consideration, uphold the decision of the Association, or administer additional disciplinary action based on his determination of the severity of the incident.

3) Parks and Recreation Board Level – Failing suitable resolution of the issue, any individual(s) and/or group(s) wishing to appeal the decision of the Parks and Recreation Director may refer the matter for final resolution to the Parks and Recreation Board in writing within 10 days of being informed of the Directors decision. The Board will consider the request, and may or may not choose to review the matter. In either case, the decision of the Parks and Recreation Board is final.

Revised 06/2016