

Stafford Recreation Commission

Recreation Program Reporting Guidelines

Revised 02/27/2025

Programs in the Town of Stafford that are listed on the "Stafford Recreation Commission Budget Expenditure Report" will adhere to the following guidelines. All reports and documentation described below will be submitted to the Recreation Director. In the absence of a Recreation Director, the Board of Selectman shall appoint an interim person to oversee these guidelines. Any new organization that wants to get started is encouraged to contact the Recreation Director and will adhere to the following guidelines.

- Submit annually the Operational Expense report with the requested accompanying data. See attachment 1 [Stafford Recreation Commission Activities Expense Justification](#). The town stipend will be disbursed upon successful review of the report. Effective 2/13/2025, if a financial report is not submitted 60 days prior to the commencement of the league pre-season, the program must initiate an independent forensic audit in lieu of a financial report. If the forensic audit is not completed, [permission to use town facilities is revoked until the audit results are submitted](#).
- Request in writing the facility usage requirements for its primary season (2 months' notice).
- Submit all dates and times for sign up and registration information (2 months' notice). It is preferable to post a link to this information accessible from the StaffordSports.org website.
- Request in writing any additional season of play facility usage requirements other than its primary season. This may come with a fee due to the town as it is a secondary season (2 months notice).
- Once a new president of an organization is in place, a meeting with the Recreation Director is mandatory (within 1 month).
- Maintain a financial segregation of duties structure to manage the funds of the organization. Expense approval authority should be kept separate from expense payment authority, for example.
- Review independent audit reports annually, if applicable.
- Requests for fundraising dates, i.e., tag day, boot drop, car washes and other solicitation of the public, need to be first approved by the Recreation Director (2 months notice) prior to seeking location or facility permission from the Town Hall.
- Request in writing any changes or upgrades to the town facility used by the program. No work will be started until approved by the Recreation Director.
- Each program is required to have a code of conduct for players, parents and coaches signed and on file. [Program board meetings are conducted and documented using Roberts Rules of Order](#).
- The president of each organization will appear in front of the Recreation Commission to give a "state of the program" report annually at the October Recreation Commission meeting. See attachment 3 for a sample report.
- Prior to participating in any of the organization's activities, every adult volunteer must have a background check processed, as administered by each organization. Each organization must use

their governing body's process for background checks, or if not available, a service identified by the Town of Stafford must be used. Background checks must be renewed every two years.

- Prior to participating in any of the organization's activities, every adult volunteer must take concussion awareness training and certification. Awareness training and certification is available through the Centers for Disease Control and Prevention at <http://www.cdc.gov/concussion/heads-up/youth.html>. Concussion awareness training must be renewed annually. The US Center for SafeSport Training is a suitable alternative.
- Prior to participating in any of the organization's activities, every adult volunteer must take sexual abuse awareness training. Awareness training must be reviewed annually. Awareness training is available [from the US Center for SafeSport Training](#) or at these links:

<https://s3.amazonaws.com/files.leagueathletics.com/Images/Club/20122/sll-supportingdocuments/SexualAbuseAwareness.V2.pdf>

<http://www.preventtogether.org/Resources/Documents/NationalPlan2012FINAL.pdf>

- Each organization that participates outdoors will publicize the thunder and lightning policy guidelines published by the National Federation of State High School Associations

<https://www.nfhs.org/media/4295169/guidelines-on-handling-practices-and-contests-during-lightning-or-thunder-disturbances-final-2-14-21.pdf>

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder.

Proactive Planning

1. Monitor local weather conditions before and during practices and contests.
2. Identify an evacuation plan, including identification of appropriate nearby safe areas.
3. Criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or a flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When independently validated lightning detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the

flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.

5. Inform student-athletes and their parents of the lightning policy at start of the season