

Harford County Department of Parks and Recreation  
Fallston Recreation Council  
1707 Fallston Road  
Fallston, Md. 21047-1416

## **The Fallston Recreation Council By-Laws**

Article I	Identification
Article II	Purpose
Article III	Membership
Article IV	Governing Body
Article V	Qualifications for Holding Office
Article VI	Duties of Board Positions
Article VII	Meetings
Article VIII	Dues and Fees
Article IX	Committees
Article X	Nomination of Board Members
Article XI	Elections
Article XII	Financial Policies
Article XIII	Parliamentary Authority
Article XIV	Amendments
Article XV	Use of Facilities and Grounds
Article XVI	Code of Conduct & Responsibilities
Article XVII	Code of Conduct Discipline Authority
Article XVIII	Program Chairperson Qualifications and Duties
Article XIX	Participant Eligibility
Article XX	Programs
Article XXI	Program Registration
Article XXII	Program Registration Fees

## Article I – Identification

1. The name of this organization shall be called the Fallston Recreation Council, hereafter referred to as the FRC.
  - a. **FRC Overview** - FRC is a non-profit Internal Revenue Code Section 501(c)(3) organization and is incorporated under Maryland law. FRC operates approximately 25 recreational and athletic programs for adults and youth in the Fallston area. FRC is an independent organization and is not an agency of the governments of Harford County. However, FRC does receive financial and facility support from those government entities.
  - b. **Role of Harford County Department of Parks and Recreation (HCPR)** - Harford County Government maintains a Department of Parks and Recreation staffed by paid employees of Harford County. This department has a network of district offices throughout the County that assist FRC and other Recreation Councils and Committees as follows:
    - i. Acting as a liaison to Harford County and Harford County Board of Education for operational matters and obtaining permission to utilize their facilities for FRC program use.
    - ii. Assisting with the dissemination of information regarding FRC programs, including flyer distribution to area schools.
    - iii. Coordinating maintenance and supervision of facilities, as requested by FRC.
    - iv. Serving as a community contact for inquiries about FRC programs, particularly during business hours when Volunteer staff may not be available.
2. The Fallston Recreation Council attendance area shall be bounded by the Baltimore/Harford County lines to the West, Houcks Mill Road to Rt. 146 North to Schuster Road West to Rt. 23 to South on Rt. 165 to East on RT. 23 to South on Rt. 1 by-pass to Winters Run to Rt. 7 and West to the Baltimore/Harford County lines. This map is displayed on the FRC website. Resolution of questions regarding these boundaries shall be at the discretion of the board of directors of the FRC.
3. Other Harford and Neighboring County Recreation Councils - These are all separate entities with their own operating methods. While an attempt is made to coordinate activities common to other councils, particularly as to youth sports that play in the same leagues, it should not be assumed that all matters set forth in this manual will concur with other councils'

operating methods

## **Article II – Purpose**

1. **The purpose of the council is to:**
  - a. Formulate policies, advice, recommend, promote and maintain public recreation activities in the council area in cooperation with the Harford County Department of Parks & Recreation; hereafter referred to as P&R, in accordance with the laws and agreements governing public recreation and parks in Harford County and the State of Md.
  - b. Offer leadership in coordinating and correlating all recreational activities of a similar nature in the council area to obtain the maximum benefit for the citizens of this area.
  - c. Conduct a public recreation program for the residents within the council area through use of the physical properties available in that area.
  - d. Recommend to the P&R immediate and future developments required to administer the recreational needs in the council area.

## **Article III – Membership**

1. Membership in this organization shall be open to everyone in the council area.
2. Non-resident memberships may be granted by a majority vote of the council.
3. Membership may be obtained by attending any general membership meeting and membership affords the opportunity to speak on council issues.
4. Voting privileges are granted to those members who attend any three (3) of the most current twelve (12) general membership meetings. (Voting privileges begin at attendance of the third meeting.)
5. Credit for attendance at a council meeting is attained by signing the attendance roster and remaining present during the majority of the council business meeting. The presiding officer of the meeting prior to adjournment makes the determination on credited attendance.
6. For special membership meetings, the secretary will notify all voting members.
7. For all general and special membership meetings, a quorum shall be at least 1/3 of all voting members.
8. For special board meetings, the secretary will notify all directors.
9. For all board of directors' meetings, a majority of the board shall constitute a quorum.
10. Only members who meet the voting requirements stipulated in Article III, Section 4, shall vote on matters brought before a membership meeting. Passage will be by a simple majority.

## **Article IV – Governing Body – FRC Board of Directors**

1. The governing body shall consist of 10 members
  - a. Officer Positions: President, Vice-president, Secretary, Treasurer
  - b. Six (6) Board members at large
  - c. 2 At Large Members will be open
2. Together, these officers shall constitute the board of directors, with the immediate past-president as chairperson of the board. If the immediate past-president is not able to serve as chairperson of the board, a board member elected by a majority vote of the board shall fill the position.
3. The main business of the council shall be conducted by the board of directors and shall report to the membership.
4. The board of directors shall be empowered to appoint and discharge any committee considered useful in conducting the affairs of the board.
5. Vacancies in the board may be filled through appointment by the chairperson of the board, if confirmed by a majority of the board in order to serve the remaining portion on an unexpected term. For eligibility see Article VI, section 1.
6. Any member of the board of directors not attending 3 consecutive meetings without just cause may be removed from the board by a majority vote of the board.
7. Upon leaving office, the board member shall turn over all council material to the secretary.

## **Article V – Qualifications for holding office**

1. Eligibility for election or appointment to an office, other than chairperson, shall be granted to any member of the FRC who has had a least 1-year of involvement in a Fallston recreation program.
2. No FRC board member shall hold more than 1 office at any given time. No board member of any Fallston recreation sport program shall hold more than 1 office at any given time, unless the FRC board grants approval.

## **Article VI – Duties of Board Positions**

1. The president shall:
  - a. Preside at all general and special membership meetings.
  - b. Call these meetings to order at the appointed time and announce the business in its' proper order.
  - c. State all questions, and after putting them to a vote, announce the results of every vote before proceeding to the next business in order.
  - d. Attend the P&R president's recreation council meeting and report the results at the next general membership meeting.
  - e. Maintain impartiality in assigning the floor to protect the rights of each member.

- f. Preside at all board of director's meetings in the absence of the chairperson of the board.
  - g. Appoint program chairpersons, with confirmation by the board of directors, for vacancies that occur, or call and preside at the meeting of the program to elect the board of that program, if the recreation board deems it necessary.
  - h. Provide council to program chairpersons and council officers, as required.
  - i. The president or presiding officer shall cast his/her vote, but it will be used only to break a tie vote.
2. The vice-president shall:
  - a. Serve as the general program chairperson in charge of all programs.
  - b. Preside at all membership meetings in the absence of the president.
  - c. Assist the president in any way necessary.
  - d. Serve as president for the un-expired term, should the president vacate the office.
  - e. Maintain the master delinquent equipment list and provide the list to chairpersons prior to program registration.
  - f. Monitor all programs travel rosters for appropriate Fallston / Out of Area balance
3. The secretary shall:
  - a. Record the minutes of all general and special membership meetings.
  - b. Provide copies of these minutes to the board of directors and to P&R before the next meeting.
  - c. Record the minutes of all regular and special meetings of the board of directors.
  - d. Maintain records of all membership and board of directors' meetings and final program reports.
  - e. Maintain the official register or roll of members and their attendance at all membership and board meetings.
  - f. Carry on all correspondence as directed.
  - g. Notify all voting members of special membership meetings.
  - h. Notify all board members of special board meetings.
  - i. Furnish committees with all correspondence referred to them.
  - j. Furnish board members with additional notice of special actions voted at the previous board meeting.
4. The treasurer shall:
  - a. Maintain and preserve accounts of all financial transactions of the council through a double-entry bookkeeping system consisting of a journal and individual program accounts.
  - b. Collect, deposit, and upon proper authorization, disburse funds by check only, while maintaining a fiscal record of receipts supporting all disbursements. Programs will be given deposit tickets to deposit their own funds and shall furnish to the treasurer the copy of the deposit ticket and deposit form.
  - c. Prepare and present at general membership meetings a written report of all income and expenses for each program covering the prior calendar month and

the fiscal year to date to include the current program balance. This report will be completed and available 3 days prior to the monthly recreation meeting.

- d. Administer all financial accounts of the council under one banking system.
  - e. Obtain binding in an amount deemed necessary by the board of directors to protect council accounts.
  - f. Submit the treasurer's books for annual audit (to be completed prior to installation of new officers) on June 3<sup>rd</sup> to a committee of a maximum of five (5), which will include the succeeding treasurer and president, the retiring treasurer and president, and one (1) qualified person who is not a voting member of the council.
  - g. Be paid a fee to be determined by the general membership at the April meeting. This fee will be raised to \$3,000.00 per year.
  - h. The president must authorize any check that is written that will put a program into a negative balance; in the event the president is not available the vice-president will have the authority.
5. Board members shall:
- a. Assist in policy formulation of the council.
  - b. Serve as temporary and standing committee chairpersons at the discretion of the chairperson of the board.
6. At large members will Attend meetings, and provide assistance and insight to the Board.

## **Article VII – Meetings**

1. The board of directors of the FRC will meet regularly on the 2<sup>nd</sup> Monday of each month listed
  - a. January, February, March, April, May, June, August, September, October, November
2. There will be General meetings on the 2<sup>nd</sup> Monday of each month listed unless otherwise directed, and at any other time called by the chairperson of the board.
  - a. January, February, April, June, August, September, November
3. The order of business at these meetings must include:
  - a. Call to order.
  - b. Introduction of guests.
  - c. Reading of the previous month's minutes.
  - d. Report of the chairperson of the board.
  - e. Report of the president.
  - f. Correspondence.
  - g. Report of the treasurer.
  - h. Reports of standing committees.
  - i. Reports of temporary committees.
  - j. Report of the P&R community director.
  - k. Unfinished business.
  - l. New business.

- m. Program reports.
  - n. Adjournment.
4. The board of directors of the FRC will meet regularly on the 2<sup>nd</sup> Monday September, November the annual meeting shall be the May general membership meeting, unless otherwise directed.
  5. Special membership meetings may be called by the president or the vice-president in the absence of the president and community director at any time deemed desirable or necessary.
  6. For special membership meetings, the secretary will notify all voting members.
  7. For all general and special membership meetings, a quorum shall be at least 1/3 of all voting members.
  8. December, March and May, unless otherwise directed, and at any other time called by the chairperson of the board.
  9. For special board meetings, the secretary will notify all directors.
  10. For all board of directors' meetings, a majority of the board shall constitute a quorum.
  11. Only members who meet the voting requirements stipulated in Article III, Section 4, shall vote on matters brought before a membership meeting. Passage will be by a simple majority.

## **Article VIII Dues and Fees**

1. There shall be no dues for membership.
  - a. Registration fees shall be established for program participation, with a goal towards each program being self-supporting. The program must be self-supporting within 2 years of establishment or the board can abolish the program.
  - b. Program registration fees will be established on an individual program basis.
  - c. An additional fee may be required for a person participating in a travel program. The exact amount is to be determined by the individual program and should reflect the expenses incurred by that travel program.
  - d. A late registration fee may be charged at the discretion of the individual programs. This amount may not exceed \$25.00 of the registration fee.
  - e. A deposit may be required for uniforms and equipment issued. The program determines this amount. The deposit will be returned when the issued equipment and uniforms are returned.
  - f. Out of county participants may be charged a twenty five (\$25) dollar surcharge per registration.

## **Article IX – Committees**

1. The president shall appoint and discharge all necessary committees to conduct the business of the council as the needs arise.

## **Article X – Nomination of board members**

1. A nominating committee of at least three (3) council members will be appointed by the president at the January general membership meeting or earlier at the discretion of the president.
1. The nominating committee shall present a slate of all candidates nominated at the March general membership meeting.
2. Any council member may submit to the chairperson of the nominating committee, in writing prior to the call to order of the annual meeting, the name of any member for nomination.
3. All nominees must give prior consent for having their names placed in nomination.
4. Nominations from the floor are not permitted after the call to order of the annual meeting.

## **Article XI – Elections**

1. All members of the board, except the chairperson, shall be elected by ballot at the May meeting and shall continue in office for two (2) years. Board Elections will be the years ending in an odd number
2. The board of directors shall be elected in the years ending in an Even number
  - a. The four officers shall be elected in the Even year.
  - b. The 6 board members at large shall be elected in the Odd year.
3. The new board members at large shall be the six (6) nominees receiving the highest number of votes cast.
4. The officers of the board shall be voted on individually. The new officers shall be the nominees receiving the highest number of votes cast for the particular office.
5. Voting shall be by secret ballot.
6. Each voting member of the council present shall be entitled to one vote. There shall be no provision for voting by absentee ballot.
7. The president or presiding officer shall cast his vote, but it will be used only to break a tie vote.
8. Voting privileges are granted to those members who attend any three (3) of the most current twelve (12) general membership meetings. (Voting privileges begin at attendance of the third meeting.)

## **Article XII – Financial policies**

1. The council fiscal year shall be from July 1<sup>st</sup> of a given year through June 30<sup>th</sup> of the following year.
2. All contributions to other organizations or parties, and all solicitors and solicitations of gifts, money, and/or property from the council shall first be approved by the FRC.
3. All contributions to the council, other than sponsor fees, shall first be approved by the board of directors prior to deposit into either the intended account or to the general fund if no account is specified.
4. All funds derived from council programs shall be forwarded to the treasurer for deposit and proper accounting.



5. All invoices shall be forwarded to the treasurer.
6. All invoices shall be paid by check.
7. Checks may be signed single by the board of director's treasurer or jointly by the president and vice-president.

### **Article XIII – Parliamentary authority**

1. The rules contained in "Robert's rules of order revised" shall govern the council in all cases except where they are not consistent with the council by-laws or special rules of order.
2. Questions concerning the interpretation of these by-laws shall be resolved by the board of directors.

### **Article XIV – Amendments**

1. The by-laws may be amended at any membership meeting by a majority vote of all the eligible voting members, as described in Article III, section 4, in attendance; provided that the proposed amendment has been submitted in writing and read at the membership meeting at least 1 month prior to the meeting at which the vote is taken.
2. All alterations to these by-laws may be added as amendments under Article XVIII.

### **Article XV – Use of facilities and grounds**

1. Council programs have priority over non-council programs for the use of facilities and grounds under council control.
2. Conflicts between programs shall be resolved by a decision of the Fallston Rec Board, recreation council President. This will also include extension of the use of facilities to any person/persons or groups provided that such use does not interfere with FRC programs.
3. Those person/persons or groups to whom the use of the council facilities is extended shall be subject to the rules and regulations governing the facilities as set by P&R.
4. Field schedules for fall usage must be submitted by the June 1<sup>st</sup>. Field schedules for spring usage must be submitted by January 1<sup>st</sup>. The master field schedule and permits will be issued in the fall by 7/25 and in the spring by 2/15.
5. The following pertains to the "bowl" playing field:
  - a. Fines will be imposed on programs that violate use of the bowl without permission/permit.
  - b. Events that need to be canceled must be canceled by 7:30 am.

- c. The Board will have the authority to cancel events because of inclement weather, abuse of the field or field repair.
6. Try-out/evaluation dates for out-of-season programs shall be submitted to the FRC board for approval prior to their implementation. Any conflicts with an in-season program's games/practices shall be resolved by the chairpersons of the programs involved. If a resolution cannot be reached, the FRC board will intervene.
7. Any program that leaves a field unplayable, (such as excessive trash needing to be cleaned up or equipment left on the field which prevents another sport from playing), will be fined \$250.00 per infraction to be levied by the FRC board.
8. Excessive field usage, under adverse conditions as determined by the FRC board, will result in a back charge to the offending program for the restoration of the field damage. The amount levied will be at the discretion of the FRC board.
9. All buildings, sheds, storage buildings, scoreboards, sound systems, fields, equipment etc. purchased by or donated to any program becomes property of Fallston Recreation Council and Harford County Parks & Recreation. The use of these purchased or donated items will be determined by the Fallston Recreation Council.

## **Article XVI – Code of Conduct & Responsibilities**

1. It will be understood that the game official has full authority from the time he/she enters the field until the time he/she leaves it. This includes both pre-game and post-game activities. If an official determines that a person, whether coach, player, or fan is behaving in an abusive manner he/she may request that this person to cease such action. If the person does not comply with this request, that person may then be ordered to leave the playing field if the person does not leave, the official may stop the game at this point and declare the game a forfeit. In the event the game is forfeited, the coaches should report the incident to their program chairperson. The program chairperson is to write a letter to the abusive person informing him/her that his/her presence at future games is prohibited for a period to be decided by the council's board of directors. A copy of the letter should be sent to the board and the vice-president is to be notified immediately.
2. Objectives of the program:
  - a. To promote wholesome recreation interests.
  - b. To develop skills that will carry over into adult life.
  - c. To educate the community in the social value of recreational activities.
  - d. To stimulate interest in the entire program.
  - e. These objectives are sufficient to challenge the abilities of the professional staff to merit the interest and support of the volunteer staff and to command respect of civic-minded citizens. The recreation council affirms a strong belief in the value of competition for youth and adults, recognizing that values derived from such a program are in direct proportion to the acceptance of and adherence to a worthy set of standards toward which we must continually strive.

3. Sportsmanship and Ethics:
  - a. The volunteer coach and leader bear the greatest burden of responsibility for sportsmanship. The influence of a coach upon the attitudes and behavior of the players and the community are unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed.
4. Responsibilities of the coach:
  - a. Always set a good example for others to follow.
  - b. Instruct the players in their sportsmanship responsibilities.
  - c. Discipline those players who display unsportsmanlike behavior and if necessary, forfeit their privilege of representing the team.
  - d. Be a good host and treat opponents as guests.
  - e. Provide opportunities for social interaction among coaches and players of both teams before and after contest.
  - f. Be cognizant of each player's health and welfare and avoid all practices which would be detrimental to the player's well being.
  - g. Respect the official's judgment and interpretation of the rules, particularly the inexperienced official.
  - h. If, in the opinion of the coach, inexperienced or poor officiating could result in plat detrimental to the health or well being of the players, then his team should withdraw from the field and the match forfeited.
  - i. Publicly shake hands with the officials and opposing coach before and after the contest.
  - j. Encourage fans and spectators to view the game for what it is and not a life and death struggle.
5. Code of ethics for coaches:
  - a. It is most significant that coaches must embrace such ideals with total sincerity if they are to be influential in the development of those youth entrusted to them. To insure these values, the National Code of Ethics for High School Coaches serves as our standard:
  - b. Exemplify the highest moral character, behavior, and leadership.
  - c. Respect the integrity and personality of the individual athlete.
  - d. Abide by the rules of the game in letter and spirit.
  - e. Respect the integrity and judgment of sport's officials.
  - f. Demonstrate a mastery of and continuing interest in coaching principles and techniques through self-improvement.
  - g. Encourage a respect for all athletes and their values.
  - h. Display modesty in victory and graciousness in defeat.
  - i. Promote ethical relationships among coaches.
  - j. Fulfill responsibilities to provide an environment free of safety hazards.
  - k. Encourage the highest standards of conduct and scholastic achievement among all athletes.
  - l. Seek to instill good health habits, including the establishment of sound training rules.

- m. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- 6. Responsibilities of the Participants:
  - a. Participants must follow the principles of sportsmanship set by the coach or leader and must follow the same code of personal conduct as outlined for the coaches in the two preceding sections.
- 7. Responsibilities of the Program Chairperson:
  - a. The chairperson of each program in the recreation council is responsible for ensuring the “Responsibilities of the Coach” and “Code of Ethics” is maintained by each person coaching in the program and that all participants follow these principles of sportsmanship. If disciplinary action is to be taken, the program chairperson shall have the power to determine the extent and degree of discipline required. Such action may range from a verbal reprimand to expulsion from the activity for whatever time deemed necessary. The program chairperson should consult with the recreation council president or vice-president in making a decision on disciplinary action.
- 8. Responsibility of the Recreation Council Board of Directors:
  - a. Each officer and board member has a responsibility to ensure that the “Code of Responsibilities and Conduct” is adhered to. If any officer or board member should observe any coach, player, or fan not abiding by these principals, he/she shall recommend to the program chairperson that disciplinary action be taken.
  - b. Should any coach, player, or fan, disciplined for violation of this code feel that the action taken by the program chairperson be extreme or unwarranted, an appeal may be made to the recreation council. In such case, the recreation council shall hold a hearing with all concerned parties to determine if such action was reasonable and justified.

## **Article XVII – Code of Conduct Discipline**

1. General - All Participants, Coaches, parents, spectators and others associated with a program must adhere to the attached FRC Code of Conduct (included in Exhibit 2 attached). Failure to adhere to the code of conduct may result in disciplinary action being taken against the individual by the Program Chairperson. Disciplinary actions may include temporary or permanent suspensions from FRC activities. In addition, all Participants and spectators must accept an ejection by a referee on duty, and remove themselves from the immediate area. Individuals ejected from a game or event will be suspended for the next game/event. **In the event the individual does not leave the facility or field location without disruption they will be suspended for additional games/events. If any individual threatens anyone to include Referees, Coaches, Spectators, etc they will be suspended for the remainder of that season. Depending on the determined severity this suspension could be extended.**

2. Reviews of Disciplinary Actions –Individuals disciplined per above may have their suspension or other disciplinary action reviewed as follows:
  - a. Review to Vice President of Programs- The disciplined individual may file and request a review to the FRC Vice President of Programs (“VP Programs”). A written notice requesting the review must be made by e-mail to the VP Programs within 7 days of the disciplinary action being taken. The VP and or Board members will interview the individual and all other parties involved in the matter including known witnesses and interested parties. The VP may then decide to affirm, modify, or overrule the disciplinary action.
  - b. FRC level Review- If the disciplined individual is dissatisfied with the VP’s decision; the individual may file an additional request for review to the FRC Board by e-mailing a notice requesting the review within 7 days of the decision by the VP Programs. The notice should be e-mailed to the FRC President. This email should include a description of the incident and reasons for the appeal. The FRC Board members, not to include the VP, will conduct the review. The FRC Board will exclude any individuals involved in the initial decision. The Boards decision is final. No other reviews may be requested.
3. Timing of Reviews- The disciplined individual, Program Chairperson and program personnel, and the FRC Board are to cooperate so that reviews are promptly heard and decided.

## **Article XVIII – Program Chairperson Qualifications and Duties**

1. To be eligible for a program chairperson, the member must meet 1 of the following criteria: #1 – He/she must be a member of the FRC who has had a least 2 years involvement in the program he/she is being nominated for; or #2 - have the approval of the FRC. The chairperson will be elected by a simple majority vote of all eligible voting members within that program.
2. A program chairperson shall:
  - a. Attend 5 of the 6 general membership meetings per year, or have a representative of the program attend, and present a verbal status report of the program. Programs will be fined \$100.00 per missed meeting starting with the 2<sup>th</sup> meeting missed per year. Each meeting after the 4<sup>th</sup> will carry an additional \$50.00 fine to the program. The viability of the program will be subject to the board review if the program remains non-represented. The fines will only apply to programs with 50 or more participants. Program meeting on Monday night will be able to submit a written report instead of a verbal report for the duration of the program.

- b. Present a verbal report to the general membership on the plans for conducting the program.
  - c. Prepare a program-operating budget and submit it through the vice president to the board of directors, before registration, for approval.
  - d. Establish the program registration fee, based on the budget, which permits the program to be self-supporting and provide for a Head tax ranging from \$10 to \$20 based on program.
  - e. Submit a request for use of required facilities for the program to the Fallston Rec President or the Parks and Rec Liaison
  - f. Upon budget approval, establish a registration day(s), secure a building permit, (allow 4 weeks), for the registration from the P&R community director if necessary, and prepare or assist the community director in the preparation of an announcement flyer for the program if desired.
  - g. Conduct or supervise conducting the program registration.
  - h. Request from the general membership that non-council area residents be admitted into the program, after first meeting the needs of the council area residents.
  - i. Submit all registrations funds and the registration receipt log to the treasurer, along with deposit tickets and deposit forms.
  - j. Establish the format and schedules for conducting the program to be submitted. This should include field Schedules and Gym Schedules
  - k. Procure equipment for the program as identified in the operating budget and submit itemized invoices of purchases to the treasurer for payment.
3. During the time period when the program is active:
- a. Submit a monthly report to the P&R community director covering registration and attendance, and program problems and future plans, if appropriate.
  - b. Approve monthly time and attendance sheets for paid instructors and/or game officials, and forward for payment to the P&R community director or the council treasurer, as appropriate.
  - c. Accept responsibility for equipment and facilities used by the program.
    - i. 4 Report loss or damage of program equipment and facilities to the board of directors and the P&R community director immediately.
4. Report a delinquent equipment list, by program participant, for equipment that was not returned, (or reimbursement provided), to the FRC, including the approximate replacement cost of the item. These shall be provided to the VP of the recreation council.
5. Establish a board that consists at a minimum of a chairperson, vice
- a. chairperson, secretary, treasurer, and 1 “at large” board member per every 100 participants not to be required to have more than for Board Members. Excluding

the chairperson, the board must consist of an even number of members, per Roberts Rules of Order. Any program over 50 participants must have a separate treasurer. The treasurer of the program will submit all money requests to the treasurer of the board of directors with supporting paperwork. Only if the program treasurer is not available may the program chairperson submit the request. The “at large” board members will be responsible for various duties and obligations necessary in the running of the program.

- b. The program chairperson or presiding officer shall cast his/her vote, but it will be used only to break a tie vote.

## **Article XIX – Participant Eligibility / Travel Teams**

1. **Participant Eligibility** - FRC programs are available to all members of the community on a nondiscriminatory basis.
  - a. The Fallston Recreation Council attendance area shall bound by the Baltimore/Harford County lines to the West, Houcks Mill Road to Rt. 146 North to Schuster Road West to Rt. 23 to South on Rt. 165 to East on RT.23 to South on Rt. 1 by-pass to Winters Run to Rt. 7 and West to the Baltimore/Harford County lines.
  - b. While the programs are primarily intended for residents of the Fallston area, such residency is not required to register for a FRC program. Fallston resident will be accommodated before out of area participants. Unless a program receives prior approval to limit program participation to individuals with a prior level of skill or experience, a program must accommodate individuals with no prior experience.
2. **Participant Eligibility Travel Teams**
  - a. Travel team members must have participated in the Fallston recreation program he/she is trying out for in the previous years or be concurrently participating in the program’s in-house league or reside in the current Fallston recreation district (Based on the Current District Map).
  - b. Registration fee: see Article XXII – Program Registration Fees
3. **Travel Team Guidelines**
  - a. Travel teams to be regulated as any other travel team in the program: i.e. equipment, Fallston Rec Sponsored Uniforms, etc.
  - b. Travel teams are to be selected by open tryouts. Final rosters and budgets must be submitted to the FRC board prior to the start of team play. Rosters must include age, address, and school attended. Travel team rosters for the “A” / 1<sup>st</sup> team must be comprised of minimum of 80% of Fallston Community members from the current FRC district, as defined in Article XIX, section 1. The “A” / 1<sup>st</sup> team may be comprised of a minimum of 50% of players from the current FRC district, as defined in Article XIX, section 1 **under the condition there is a least one “B” / second travel team within that age group or there are no cuts to the “A” team.**

- c. Team and coaches subject to jurisdiction of program chairpersons.
- d. Each program chairperson will be obligated to protect the integrity of each age group within his/her in-house program through careful monitoring of numbers of players and teams.

## **Article XX – Programs**

1. **Programs Available** - A list of the programs currently operated by FRC is posted on the FRC website (<http://www.fallstonrec.com>). FRC reserves the right to add or cancel programs at any time based on its own discretion.
2. **New Programs** - Any proposal for a new program must first be submitted to the FRC Board for approval. As a general rule, new programs must meet the following criteria to be accepted:
  - a. **Nonprofit Motive** - A new program request will not be approved if the individual or group of individuals making the proposal are, or appear to be, motivated to use the program for personal profit.
  - b. **Continuity** - FRC generally wants new programs to be of a type that will continue on even after the original organizers are no longer involved.
  - c. **Facilities Available** - There must be facilities available to meet the new program's needs, both now and in the future, based on a reasonable expectation of program growth.
  - d. **Type** - The program must be of a type that would generally be sponsored by a community recreation council.

## **Article XXI – Program Registration**

1. **Timing of Open Registration** - A period of open registration shall take place prior to the start of each program so as to allow adequate time for the program to prepare for its start date. Participants should be aware that many programs register months in advance due to the time needed to order uniforms and certain equipment. A program may cut off registrations to some or all age groups, or the overall program, once capacities have been reached.
2. **Acceptance of Terms** - In order for FRC to process a registration, the Participant (or parent) must agree to comply with FRC's Code of Conduct, Release of Liability, and Limited Refund Policy (all in Exhibit 2 attached).



3. **Online Requirement** - Effective January 1, 2017 all programs are required to conduct their registrations online using the FRC approved registration site. If a Participant is absolutely incapable of registering online due to lack of a bank account or other legitimate reason, the Participant should contact the Program Chairperson for alternate manual registration methods.
4. **Notification** - The dates of open registration for a program are to be announced through reasonable means such as the FRC and program websites, school flyers, and e-mails to prior year Participants.
5. **Preference to Prior Year Participants** - With prior approval from the FRC Board, a program that expects to quickly fill to capacity once registration opens may conduct an early registration for prior year Participants. Once this early registration ends, no further preference will be given to prior year Participants.
6. **Late Registration and Waiting Lists** - Programs may establish procedures for Participants to register outside of open registration if space is available or becomes available. A late fee of no more than \$25 may be charged for late registration. Waiting lists may also be established by a program.
7. **Confidentiality of Participant Information** - Participant information, including names, mailing addresses, phone numbers, and e-mail addresses, are to be used solely for purposes directly connected to FRC activities. Access to databases containing this information is to be limited to the Program Chairperson and specifically authorized individuals only. Age Group Commissioners and Coaches should only have access to the portion of the database related to their age group. Under no circumstances shall printed or electronic versions of player databases or any part thereof, be provided to outside individuals or organizations.

## **Article XXII – Program Registration Fees**

1. **Affordability and Financial Aid** - FRC is committed to keeping program fees reasonable and affordable to Participants. In cases of financial need, a program may reduce a fee partially or completely to a family that qualifies for assistance. There is no specific financial aid form. A request for financial aid should be completed verbally by explaining the circumstances and need for aid to the Program Chairperson. A Program Chairperson or Coach may also initiate a financial aid request if they know of a person in need.

2. **Setting Fees** - The Program Chairperson shall determine the fees for the upcoming year and submit them to the FRC Board for approval in advance of registration. In general, the fees shall be set at a level that allows the program to breakeven. In some cases, programs may set fees higher, in order to build a reserve for a future purchase of equipment needed for the program.
3. **Non-Approved Fees** - All program fees are to be determined by the Program Chairperson and approved by FALLSTON REC. Individual teams and Coaches may not alter the fee structure for a team, irrespective of any parent "vote". All non-registration fees (example Travel teams fess, tournament fees, and uniforms fess ect.) must be first approved by the Program Chair and deposits must go through the FRC board.
4. Types of Fees:
  - a. **Base Registration Fee** - Each program shall charge a base registration fee that will generate funds to cover costs required to operate its main overall program, as well as to cover the cost of the FRC head tax (see below), which shall be assessed to each Participant.
  - b. **Supplemental Fees** - With the consent of the Program Chairs, programs may charge supplemental fees to Participants to cover items such as:
  - c. **Separate Uniform Fee** - Uniforms that are not included in the base registration fee. Examples include:
    - i. Uniforms that may be used for multiple years.
    - ii. Incremental costs for travel team uniforms that are more expensive than those included in the base registration fee.
  - d. **Tournament Fees and Related Matters** - The cost of teams or individuals entering tournaments (not including league playoff type tournaments at the end of the season that is covered by the base registration fee). With respect to end of year or other invitational tournaments, Participants who are unable or unwilling to participate in a tournament are excused from this fee if they so advise their coach immediately after the tournament schedule are determined. No refunds will be issued for tournament fees if a Participant later realizes that attendance at the tournament is not possible. Coaches should consult with parents prior to signing up for end of year invitational tournaments to obtain the level of interest. FRC recommends that teams not enter more than two invitational tournaments. Program Chairpersons must approve all tournament entries and

process the related application payments.

- e. **Second League Fees** - The costs of participating in additional leagues or games beyond those covered by the base registration fee. This includes additional referee fees.
5. **Limited Refund Policy** - As set forth in the terms of registration, FRC maintains a limited refund policy. Once a registration fee has been paid, no refund will be made unless, prior to the start of the program (i.e., when formal activities start such as evaluation sessions):
- a. **Out of Area Move** - A Participant moves more than 15 miles from the residence indicated on their registration.
  - a. **Injury** - The Participant is injured to the extent that they are unable to participate in the program (doctor note required).
  - b. **Program is Canceled** - The program is canceled in its entirety, or is partially canceled for the age group or division for which the Participant registered.