

COUNTY of FREDERICK

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MEMO

To: John R. Riley, Jr., County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: August 18, 2014

The Parks and Recreation Commission met on August 12, 2014. Members present were: Kevin Anderson, Greg Brondos, Jr., Randy Carter, Christopher Collins, Ronald Madagan and Charles Sandy, Jr.. Members absent were: Patrick Anderson, Marty Cybulski and Gary Longerbeam

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Policy Changes and New Policy Recommendations - Mr. Madagan moved to accept the Soccer Goal, Youth Sport Concussion, Work Schedule and Employee Discount policies as submitted, second by Mr. Kevin Anderson, motion carried unanimously (5-0). Please find attached copies of the approved policies.
2. Policy Discussion – Tree Removal Policy – Mr. Madagan moved to postpone the action on the tree removal policy until next month's meeting, second by Mr. Carter, motion carried unanimously (5-0).

cc: Charles R. Sandy, Jr., Chairman
Christopher Collins, Board Liaison

SOCCER GOAL POLICY

100.27

PURPOSE:

To enhance the safety of individuals playing on soccer fields by standardizing the procedures for the use and storage of moveable soccer goals

GOAL:

To provide a procedure regarding the use and storage of moveable soccer goals meeting Virginia code 32.1-370.

POLICY:

FCPRD has adopted the guidelines listed in the Consumer Product Safety Commission document #326 (Guidelines for Moveable Soccer Goal Safety) and adheres to the following procedure:

Only Frederick County Parks and Recreation (FCPRD) personnel are permitted to move soccer goals.

Soccer fields are available for scheduled and drop in use while fields are open for play. Goals are inspected daily for the following during this time:

1. The four rebar "anchors" are recessed and flush to the top of the goal structure
2. The goal is pushed forward and backward to check for stability. No movement of goal is required. If a rebar anchor is loose, it is pulled up and driven into the ground at a different angle to secure.
3. The net is inspected for tears, holes, sagging and to see if net clips need to be replaced.
4. The connecting parts/hardware is inspected for loose bolts, weld cracks, or separations.

FCPRD stores soccer goals as follows when soccer fields are closed for the season:

1. Goals are locked together face to face or to a tree with nets removed
2. Goals are disassembled and stored in the maintenance area over the winter months.

FCPRD will provide a copy of the Soccer Goal Policy to all groups reserving fields.

Approved: August 12, 2014

YOUTH SPORTS CONCUSSION POLICY

100.28

PURPOSE:

To enhance the safety of youth participating in sport activities by providing procedures regarding the identification and handling of suspected concussions

GOAL:

To provide a procedure regarding the handling of suspected concussions in compliance of the Code of Virginia 22.1-271.5. Each non-interscholastic youth sports program utilizing public school property shall establish standards regarding the handling of suspected concussions consistent with the local school division's policies and procedures or the Virginia Board of Education's Guidelines for Policies on Concussion in Student-Athletes according to the Code of Virginia.

POLICY:

Frederick County will annually review the Youth Sports Concussion Policy. This Policy will be reviewed by the Concussion Policy Management Team (CPMT) made up of a Program Supervisor in youth sports, Superintendent of Recreation, Director of Parks and Recreation, and an appropriate licensed health care provider as defined by the Virginia Board of Education's guidelines for policies on concussions in student-athletes. For this policy a youth is defined as anyone under eighteen years of age.

Each Frederick County Parks and Recreation youth sport coach will complete prior to coaching the Center for Disease Control's (CDC) training program, "Heads Up, Concussion in Youth Sports", the National Federation of State High School Associations' (NFSH) education course "Concussion in Sport – What You Need to Know", or a course instructed by a qualified health care provider as defined by the Virginia Board of Education's guidelines for policies on concussions in student-athletes. These programs will be completed annually by all coaches. A coach will provide a certificate indicating completion of a course if not attending a Frederick County Parks and Recreation sponsored training on concussions.

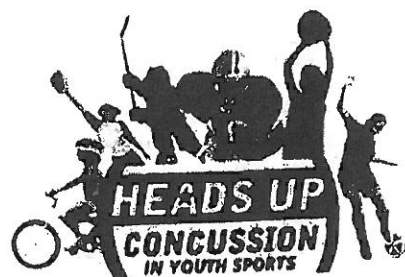
The following is the procedure should a youth be suspected of suffering a concussion by a Frederick County youth sports coach or staff member in an athletic program:

1. All parents or authorized adults registering a child will receive a concussion fact sheet (Appendix A) and a copy of the Youth Sports Concussion Policy at registration or first practice.
2. The athlete will be removed from activity by the coach or staff if there is a suspected concussion.
3. The coach or staff will contact parent immediately and complete an incident report documenting suspected concussion. The coach will call 911 if needed.
4. The coach or staff will release the athlete to the parent or authorized adult and

provide the incident report indicating suspected concussion and a concussion fact sheet (Appendix A). The coach or staff will inform the parent or authorized adult the athlete is not eligible to return to play until a licensed health care provider approves their return.

5. The athlete must have a written release from an authorized licensed health care provider as defined by the Virginia Board of Education before the athlete may return to play. Approved Health Care providers are defined as a physician, physician's assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine, a neuropsychologist licensed by the Board of Psychology, or a nurse practitioner licensed by the Virginia State Board of Nursing.
6. The written release must be received by the Program Supervisor responsible for the program, the Superintendent of Recreation, or the Director.
7. The Program Supervisor, Superintendent of Recreation, or Director will contact the coach or staff authorizing the athlete may return to the activity.
8. Frederick County Parks and Recreation will maintain a database of all return to play forms.

Approved: August 12, 2014



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

SYMPTOMS REPORTED BY ATHLETES

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or "feeling down"

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

WORK SCHEDULE

100.06

PURPOSE:

To define work schedules for all full time employees.

GOAL:

To schedule full time employees that will efficiently enable them to provide quality parks, facilities and recreational programs.

POLICY:

All full time personnel will acquire paid time off (PTO) according to the Frederick County Personnel Policy Section VIII. All full time personnel are also provided holiday hours. These dates will be provided annually by the Frederick County Human Resources Department. All leave must be approved by an immediate supervisor and Director. Requests for leave must be submitted according to the Frederick County Personnel Policy.

All non-exempt employees (except the Administrative Assistants and Registration Specialists) and Park Managers are required to work forty hours a week. If an employee does not work forty hours a week, the employee will utilize approved leave in addition to hours worked to equal forty hours.

All exempt employees (except Park Managers), Administrative Assistants, and Registration Specialists are required to work thirty-seven and a half hours a week. If an employee does not work thirty-seven and a half hours in a week, the employee will utilize approved leave in addition to hours worked to equal an eight hour day or a forty hour week.

All non-exempt employees will receive compensatory time for hours worked over forty at time and a half. This time will be recorded on the timesheet as comp time.

All non-exempt employees who work on a holiday will receive their hourly rate for hours worked not exceeding eight. Additional hours exceeding eight on a holiday will be classified as compensatory time if the total hours for the week worked, including holiday hours, exceeds forty.

All exempt employees will receive straight flex time for all hours worked over forty in a week. Exempt employees during holiday weeks will earn flex time for hours worked when the sum of the hours worked and holiday observed are greater than forty for that week. Flex time will be administered by the Parks and Recreation Department and maintained by the immediate supervisor. Flex balances shall not exceed twenty-four hours. If an employee will have thirty days to use the flex time exceeding twenty-four or it will be lost. Flex time will not be paid out by the County upon separation or retirement.

All PTO, IDA and compensatory leave balances are subject to regulations described in the Frederick County Personnel Handbook Sections IV and VIII.

Telephone calls and checking/answering work e-mails while not on duty will be recorded as follows: under 15 minutes=0 hours; 16 to 44 minutes=.5 hours; 45-60 minutes=1 hour. Non-exempt employees should only be contacted for emergency situations. Non-exempt employees will receive .5 hours for all telephone calls received, up to 30 minutes, while not on duty from work. All employees will need to notify their supervisor the next business day of such occurrences.

Approved: August 12, 2014

EMPLOYEE DISCOUNT POLICY

100.05

PURPOSE:

To enhance the ability of FCPRD to recruit employees by providing a means for these individuals to obtain high quality recreational programs and provide additional staff program observations.

GOAL:

To allow a fee reduction for the employees scheduled to work twenty or more hours per week.

POLICY:

The Frederick County Parks and Recreation Department will make the basicREC, Camp basicREC, and other recreational programs available at a reduced rate to those individuals employed by the department.

All seasonal, part time, and full time employees scheduled to work twenty (20) or more hours per week for the department will receive a discount for the basicREC or CAMP basicREC programs for their dependents. The fee for children of eligible employees, who enroll for the entire length of the program, will be fifty percent of the advertised fee.

In addition to the outlined fees above, eligible part time and seasonal employees will receive a ten (10) percent discount on all programs for themselves or their dependents, while full time employees and their dependents will receive a twenty (20) percent discount. All seasonal, part time, and full time employees scheduled to work twenty (20) or more hours per week for the department may utilize the FCPRD fitness rooms, receive a pool pass and participate in facility based programs (ie open gyms) at no charge. Employees must sign in and show ID at the facility as required. This reduction does not include facility reservations, admissions, or trips.

To receive a program discount, the employee must register for each program and request the appropriate discount. The discounted rate will expire following termination. If fees are paid in advance at the discounted rate, the individual will be assessed the balance due beginning the Monday following termination.

To receive a pool pass, the full time supervisor for their employees who consistently are scheduled 20 or more hours a week will request a pool pass from the appropriate Superintendent. The Superintendent will request pool passes be made by the Public Information Officer. Pool passes will be signed by the Director.

Program Supervisors will receive a list of employees receiving this discount for their program. Employees receiving this discount should provide program feedback.

Discounted registrations will not be counted towards the required minimum registration for each program. All other rules and regulations regarding registration, refunds, etc.,

will apply as stated in the policy manual.

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