TOWN OF LEDYARD
CONNECTICUT

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Parks, Recreation & Senior Citizens Commission

~ AGENDA ~

Chairman
Kenneth J. DiRico

Regular Meeting

Tuesday, April 16, 2024 **7:00 PM** **Parks & Recreation/Senior Citizens Center**

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. MEMBER COMMENTS

VI. REPORTS

VII. APPROVAL OF MINUTES

1. MOTION to approve Minutes from the March 19, 2024 Regular Meeting

   Attachments: Normal March 19 Ledyard ParkRecSenior Minutes

2. MOTION to approve the March 19, 2024 Admin Sub Committee Meeting Minutes

   Attachments: Admin March 19 Ledyard ParkRecSenior Minutes

VIII. OLD BUSINESS

1. Boy Scout Skate Park Project Proposal

   Attachments: Eagle Project Presentation
   Parks Recreation - Risk Management Best Practice Guide

2. Any Old Business proper to come before the Committee

XI. NEW BUSINESS

1. MOTION to approve the Garden Clubs installation of two Blue Bird Boxes at Highlands Lake.

2. MOTION to approve uses for the Ledyard Senior Center ARPA Funds.

   Attachments: ARPA Grant

3. Any other NEW BUSINESS proper to come before the Commission

X. ADJOURNMENT

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0343 **Agenda Date:** 4/16/2024 **Agenda #:** 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
MOTION to approve Minutes from the March 19, 2024 Regular Meeting

Background:

Department Comment/Recommendation:

TOWN OF LEDYARD

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Parks, Recreation & Senior Citizens Commission

Meeting Minutes - Draft

Chairman
Kenneth J. DiRico

Regular Meeting

Tuesday, March 19, 2024	**7:00 PM**	**Parks & Recreation/Senior Citizens Center**

I. CALL TO ORDER

Chairman DiRico called the meeting to order at 7:03 p.m. at the Ledyard Senior Center.

II. ROLL CALL

Present Commissioner Jessica Cobb
Chairman Kenneth J. DiRico
Commissioner Margaret Anne Harding
Commissioner Paula Crocker
Commissioner Lucrezia Finegan
Commissioner Carol Ann Schneider

Excused Commissioner Loretta Kent
Commissioner Charles Gallagher
Commissioner Norma Sokolski

In addition, the following were present:
Scott Johnson, Director of Ledyard, Parks, Recreation and Senior Center
Jim Kelly, Winthrop Road, Ledyard Resident

III. RESIDENTS & PROPERTY OWNERS COMMENTS

Mr. Jim Kelly stated he would like to thank Parks and Recreation for the playscape for the little ones behind the community center. The playscape is very used and the padding is very nice.

Mr. Kelly stated he was there to get an update on the Pickleball courts. He also stated that Pickleball is much more intrusive and very noisy. As a neighbor to the Community Center he nor any neighbor would like the increase in Pickleball courts due to the noise it makes.

Mr. Kelly said he guessed on where the courts would go, would like to know the impact on the grass area that is used by children for football, ball playing etc. He asked if any trees would be taken down because the trees help with the noise level. He also stated that he would like to see the site plan for the space. He voiced concern about a safety issue for the children with Pickleball there.

Mr. Kelly stated that the courts had a significant number of cracks from the winter, the tennis posts have sunk and the net is not tight enough. There is severe cracking on the fence line and

there should be a guard on the bottom and hopefully will be filled in the Spring and there is a need to come up with a more permanent fix for the cracks on court.

Mr. Kelly urged the Parks and Recreation to communicate better with the neighbors.

Mr. Johnson responded that the plan for the Pickleball courts is now with the Town Council and Mr. Kelly should attend the town council meeting, He also stated that is the site the Pickleball players wanted to the new courts.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

Ms. Crocker stated she attended the Shining Stars at Gallup Hill School on Friday and although the school had planned a very nice event she would not suggest we go there again due to the amount of walking for the seniors and the seniors were seated in elementary school chairs which was very difficult for the seniors.

Ms. Crocker asked about the status of purchasing a fryolator as had been discussed several times before. Mr. Johnson replied that he would check into removing the oven that has not worked for a long time and replacing it with a fryolator.

Ms. Crocker stated that she would like communication issues to be discussed. She that she is at the senior center almost every day, reads FaceBook, and tries to read the bulletin board and still misses things. She felt that if she misses things others are also.
Ms. Crocker asked if they should think about raising the lunch prices which are the same as before COVID and the price of food has gone up, Mr. Johnson stated his staff will track the costs and the amounts brought in and will report back.

Ms. Finegan asked to consider adding a park tour in the spring.

Ms. Cobb requested that a Facilities Committee be scheduled.

Ms. Harding asked why there was not anything on the Director's Report about the Senior Center. Mr. Johnson said he would add senior news on the report.

Ms. Harding also requested that a big calendar of events be put up. Mr. Johnson stated he could order one and have it updated.

Ms. Harding asked for the status of the chairs, Mr. Johnson responded they have not been ordered.

Ms. Harding asked about the status of the raised gardens, Mr. Johnson responded he will check with Shaun.

VI. REPORTS

1. Director's Report

We have hired a Park Site Facilitator to replace Russell when he retires. The person will start next week so he can training with Russell before retiring.

We have increased our camp fees to accommodate the minimum wage increase and to include field trips. Including field trips simplifies things for the office.

We will be holding the Egg Hunt on Saturday, March 30th at 9:00 AM on the Town Green.

We have started replacing and rising the irrigation heads on Judge Crandall Field. Our turf manager has irrigation experience so we were able to handle this project "in house" which allowed us to start immediately and save some money. We found 2 possible leaks that were also addressed.

The 4 front facing windows were replaced with the new storm shutters at Judge Crandall.

We are having trouble getting the red clay needed to start the Pfizer Field Improvements Project. We have located one company who does have the material and are waiting on a quote. After talking to other rec departments there appears to be a shortage and a few companies no longer keep it in stock.

We are looking into adding a place on the MyRec website for members who sign up and pay could also make a donation to the scholarship fund.

Our van will need to be repaired after hitting an overhang. There did not seem to be much damage to the overhang but the fans were tore off the van.

Hopefully we can begin work in July the things discussed with the AARPA money.

Mr. Johnson and the Mayor are looking into storage units for the overflow

MOTION to accept Directors Report

RESULT: APPROVED AND SO DECLARED
MOVER: Jessica Cobb
SECONDER: Lucrezia Finegan

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

VII. APPROVAL OF MINUTES

1. MOTION to approve the Parks, Recreation, and Senior Citizens Commission Special Meeting Minutes of January 17, 2024.

RESULT: APPROVED AS AMENDED

MOVER: Lucrezia Finegan
SECONDER: Jessica Cobb

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

2. MOTION to approve the Parks, Recreation & Senior Citizens Commission Special Meeting Minutes of February 20, 2024 and the Parks, Recreation & Senior Citizens Commission Administration Committee Special Meeting Minutes of February 20, 2024.

RESULT: APPROVED AND SO DECLARED
MOVER: Lucrezia Finegan
SECONDER: Carol Ann Schneider

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

VIII. OLD BUSINESS

1. Boy Scout Skate Park Project Proposal

RESULT: CONTINUE

2. MOTION to recommend approval of the Rules and Procedures for the Commission.

The name should be changed to match the ordinance and be consistent. Take out the term of commissioners as per the ordinance.

RULES AND PROCEDURES FOR THE LEDYARD PARKS AND RECREATION/SENIOR

CITIZENS COMMISSION

ARTICLE I - THE COMMISSION

The Commission will be known as Town of Ledyard Parks and Recreation/Senior Citizens commission. Membership on the Commission shall be nine (9) electors of the Town of Ledyard. Seven (7) regular members and two (2) alternate members as prescribed by applicable Ledyard Ordinances. The Mayor and The Director of Parks and Recreation/Senior Center shall be non-voting ex-officio members of the Commission.

Commission Members (Commissioners) are appointed by the Town Council to serve a term of two (2) years continuing until replaced as prescribed by applicable Ledyard Ordinances. Commissioners may be removed from the Commission by the Town Council for cause. A Commissioner may resign from the Commission at any time by submitting a signed letter to the Town Council.

Sub-committees will be established by the commission as needed. The Sub-committees now

formed are:

A. Facilities and Maintenance Committee - which oversees all requests for quotes, requests for qualifications and proposals, and contracts along with review of all maintenance procedures for all facilities assigned to the Commission.

B. Administrative Committee - Reviews all commission and Department policies, budgets summer and quarterly reports, and assists with the budget and other administrative functions.

The Chairperson will appoint members, potentially including non-Commissioner members to all sub-committees. The Chairperson will appoint sub-committee Chairpersons. The Chairperson will be a member ex-officio of all sub-committees.

The sub-committees meet when items are referred to either committee by the Commission, There is no training necessary.

By vote, the Commission may limit the discussion of Commissioners to a specified length of time in debating a particular matter.

Commissioners shall not speak until recognized by the Chairperson, shall confine their discussion to the pending matter and shall avoid personalities or improper motives.

The Chairperson may limit the discussion of petitioning citizens to a specified length of time.

All matters that relate to the use and operation of the Ledyard Parks and Recreation/Senior Center or its staff brought to the attention of the Commission, or a Commissioner, should first be referred to the Parks and Recreation/Senior Center Director.
All requirements of applicable Ledyard Ordinances are to be strictly followed and no Rules shall be adopted by the Commission which will conflict with the ordinance.

All of these rules may be temporarily suspended for the proceedings of a meeting by a two-thirds (⅔) vote of Commissioners present. A motion to temporarily suspend a Rule shall detail the specific Rule and the reason for suspension.

ARTICLE II - ORGANIZATION

Section 1 - Officers

The following officers shall be elected by a majority vote held in January of each year:

A. Chairperson

B. Vice-Chairperson

C. Secretary

Each officer will also perform all the duties and accept all responsibilities of a Commissioner.

The Chairperson will preside at all meetings of the Commission. The Chairperson shall call the meeting to order at the stated hours and upon the appearance of a quorum. It will be the duty of the Chairperson to preserve order, to require the conducting of business in accordance with these rules, to recognize and grant the floor to Commissioners wishing to speak, and to declare all votes.

The Chairperson may speak on and will rule on questions of order including questions of parliamentary procedure and the Rules. The Chairperson's ruling is subject to appeal to the Commission by a motion duly seconded. Such appeals shall be entertained by the Chairperson and have precedence, provided they are made at the time of the Chairperson's ruling and no debate or business has intervened between the ruling and the motion to appeal.

Section 2 - Vacancies and Attendance

Any commissioner who is absent from three (3) consecutive meetings shall be considered to have resigned from the Commission, except that the Commission may vote to waive this in each case where illness or other extenuating circumstance make it impossible for the Commissioner to meet this requirement.

Section 3 - Alternate members

If a regular member or members of the Commission is absent at the beginning of the meeting, an alternate shall be designated to sit for each absent member by the Chairperson. Designation of alternates to sit for absent Commission members shall be rotated so that each alternate is given equal opportunity to participate in the actions of the commission.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings

Regular Commission meetings shall be held at the Parks and Recreation/Senior Center at the date and time recorded with the Town Clerk as prescribed by Connecticut General Statutes (CGS) Section 1-225(b).

All Commission meetings, except executive sessions, shall be open to the public and the votes recorded as prescribed by CGS Section 1-225(a).

All meeting agendas and minutes shall be available to the public as prescribed by CGS Section 1-225. Meeting agendas are to be available and filed with the Ledyard Town Clerk at least twenty-four (24) hours before the meeting. Meeting minutes shall be available within seven (7) days after the meeting.

The Secretary will ensure all papers, correspondence and records of the Commission shall be made available to the public at the Town Clerk's office and at the Parks and Recreation/Senior

Center.

The Secretary will prepare the meeting minutes and make them available to the public at the Town Clerk's office and at the Parks and Recreation/Senior Center.

The secretary will prepare the meeting minutes and make them available to the public at the Town Clerk's office and at the Parks and Recreation/Senior Center. Votes are to be recorded in the meeting minutes. In the event the Secretary is not present at a meeting, the Chairperson will appoint a Secretary Pro Tem to prepare the minutes of that meeting.

Section 2 - Special Meetings

Special Commission meetings may be called by the Commission Chairperson, Parks and Recreation/Senior Citizen Director, or upon written request to the Chairperson by three (3) Commissioners.

When an executive session is in order, the reason(s) for such a session, and all persons who will be invited to attend, shall be publicly stated as prescribed byt CGS Section 1-231. A two-thirds (⅔) vote of the Commissioners present shall be necessary to enter into an executive session.

Section 3 - Conduct of Meetings

Four (4) Commissioners constitute a quorum. In the absence of a quorum, no business shall be transacted at the meeting but the following actions may be taken and will be binding:
A. Fix the time at which to adjourn

B. Recess to contact absent Commissioners

C. Adjourn

Section 4 - Manner of Voting

All voting shall be by roll call vote

Section 5 - Rules of Order

Robert’s Rules of Order shall be a guide in conducting all meetings.

Section 6 - Agenda

The Chairperson will prepare the meeting agenda with the support of the Parks and Recreation/Senior Center staff and make it available on the Town Website and/or delivered electronically to each member no less than one day prior to such meeting.

The Vice Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.

Section 7- Order of Business

The regular meeting agenda shall normally be ordered as follows:

I. Call to Order

II. Roll Call

III. Residents & Property Owners Comments

IV. Presentation/Informational Items

V. Member Comments

VI. Reports

1. Director's Report

2. Committee Reports

VII. Approval of Previous Meeting Minutes

VIII. Old Business

IX. New Business

X. Adjournment

ARTICLE IV - POWERS AND PURPOSE

To plan and control the use of parks, playground, swimming pools, gymnasiums, recreation places, and public gardens with the Town of Ledyard, as authorized.
To plan the development, improvement, and expansion of parks and recreation lands of the Town

To plan the acquisition, erection, installation improvement and replacement of park or recreation facilities and equipment.

To develop, establish, improve, and coordinate park and recreation/Senior Citizen programs.

To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

By ordinance, The Commission also prepares and approves the budget.

The following items require Commission Approval:

1. Annual Report

2. Capital Improvement Plans

3. Specific Maintenance Contracts

4. Quarterly Reports

5. RFQ's and RFP's

6. Large equipment purchases

If any item in the Rules is found to be contrary to federal, state, or local law, it shall be considered null and void and shall not affect the validity of any other items in these rules.

Adopted by the Ledyard Parks and Recreation/Senior Citizens Commission on:

_____

Kenneth Dirico, Chairperson

RESULT: APPROVED AND SO DECLARED
MOVER: Paula Crocker
SECONDER: Carol Ann Schneider

AYE 6 Cobb DiRico Harding Crocker Finegan Schneider

EXCUSED 3 Kent Gallagher Sokolski

3.

None

RESULT: CONTINUE

XI. NEW BUSINESS

1. Rotary Request

Mr. Johnson stated that the rotary had requested to put their awards in our glass cabinet. Ms. Crocker replied that there has been nothing in that cabinet for years and she thought they should be able to use it.

2.

None

RESULT: CONTINUE

X. ADJOURNMENT

Ms. Crocker moved the meeting be adjourned, seconded by Ms. Cobb

The meeting adjourned at 8:29 p.m.
VOTE: 6-0 Approved and so declared

Respectively Submitted,

_____
Chairman DiRico
Ledyard Parks, Recreation and Senior Citizens Commission

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0344 **Agenda Date:** 4/16/2024 **Agenda #:** 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
MOTION to approve the March 19, 2024 Admin Sub Committee Meeting Minutes

Background:

Department Comment/Recommendation:

TOWN OF LEDYARD

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Parks, Recreation & Senior Citizens Commission

Meeting Minutes - Draft

Chairman
Kenneth J. DiRico

Administration Committee - Special Meeting

Tuesday, March 19, 2024 **6:30 PM** **Parks & Recreation/Senior Citizens Center**

I. CALL TO ORDER

Chairman DiRico called the meeting to order at 6:34 p.m. at the Ledyard Senior Center.

II. ROLL CALL

Present Chairman Kenneth J. DiRico
Commissioner Margaret Anne Harding
Commissioner Paula Crocker
Commissioner Lucrezia Finegan

In addition the following were present:

Jessica Cobb, Commissioner

Carol Schneider, Alternate for the Ledyard Parks, Recreation and Senior Citizens Commission

Scott Johnson, Director of the Ledyard Parks, Recreation and Senior Citizens Commission

III. OLD BUSINESS

1. Rules of Procedure for Ledyard Parks, Recreation and Senior Citizens Commission Powers and Purpose.

Commission members were given two versions of the Rules and Procedures, both containing the same information.

Ms. Harding stated she would like anyone speaking to be limited to a length of time and that we should follow Roberts Rules.

Mr. DiRico stated that he reserves the right to call the meeting to order if time gets out of hand and that he would like to follow Robert's rules with flexibility. Any commissioner can also call the meeting to order. We will follow the general guidelines of the Rules and Procedures.

Recommendation to forward the formal Rules and Procedures with categories to full commission for approval.

RESULT: APPROVED AND SO DECLARED

AYE 4 DiRico Harding Crocker Finegan

IV. ADJOURNMENT

Mr. DiRico moved the meeting be adjourned, seconded by Ms. Crocker

The meeting adjourned at 6:59 p.m.
VOTE: 4-0 Approved and so declared

Respectively Submitted,

_____
Chairman DiRico
Ledyard Parks, Recreation and Senior Citizens Administration Committee

MOVER: Kenneth J. DiRico
SECONDER: Paula Crocker

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-126 **Agenda Date:** 4/16/2024 **Agenda #:** 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
Boy Scout Skate Park Project Proposal

Background:
(type text here)

Department Comment/Recommendation:
(type text here)

Eagle Project Presentation

Xavier DeBrodt

Troop 16

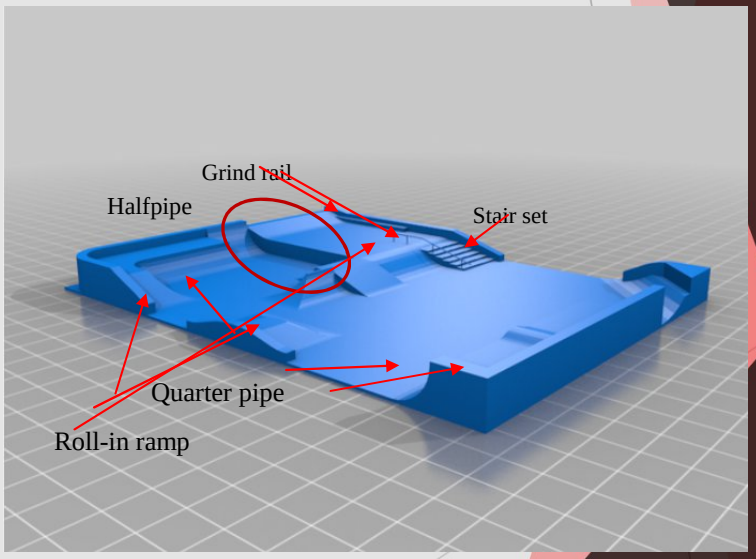
Ledyard, CT

What is an Eagle Scout Project

- Service project lead, planned, and organized by Life Scout
  - Must benefit the Scouts' community
- Scout must fundraise and/or apply for grants

My Eagle Scout Project

- Skatepark in Ledyard
- Includes:
  - 1 stair set
  - 2 grind rails
  - 1 halfpipe
  - 3 quarter pipes
  - 2-3 roll-in ramps
  - Multiple side ledges
  - 2 pyramids



Why does Ledyard need a skatepark?

- Kids in Ledyard ride skateboards and scooters
- It will be local
- Great physical activity opportunity

Where will the skatepark be?

- Highland Lake Park Ledyard, CT
- Far back empty space of park
- Main transportation type should be walking/riding to park

How big will the skatepark be?

What materials are needed?

- Concrete
- Fencing
- Metal pipes
- Handrail/grind rail
- Wood
- Screws
- Paint
- Signs

What supplies will I need?

- Food
- Refreshments
- Gasoline
- Tarps
- Safety supplies
- Garbage bags

What equipment/tools will I need?

- Excavators
- Concrete trucks
- Dump trucks
- Shovels
- Wheelbarrows
- Drills

What I am currently doing

- Refining the design for what the skatepark will look like
- Researching the total costs of materials and labor from the Groton Skatepark
- Researching how long it took to build the Groton Skatepark

What I have already done

- Attended a Ledyard Parks and Recreation Committee meeting to present my project
- Met with the Mayor of Ledyard and discussed with him if it possible for me to be allowed to build a skatepark in the town of Ledyard.
- Met with Cindy Olsen who had helped lead the build of the Groton Skatepark in Sutton Park.
- Found a design for what the skatepark will look like.
- Talked with Jeff Paprocki who led the build of the Groton Skatepark and has his own concrete company.
- Printed a 3d model of the skatepark.
- Met with Cindy Olsen to talk about fundraising ideas
- Presented my proposal to Troop 16 committee
- Estimated total cost of project

What I still need to do for my proposal

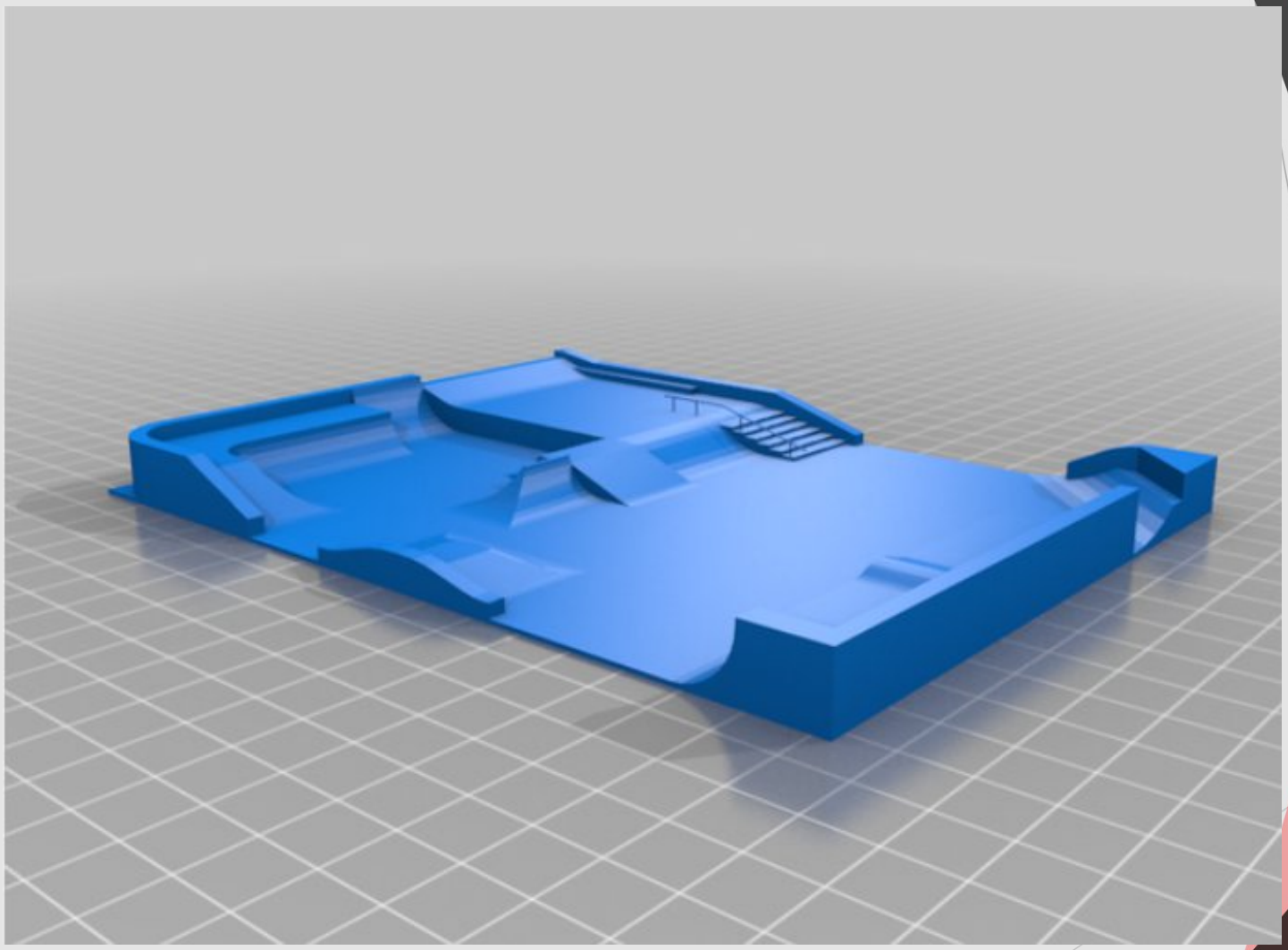
- Accurate measurements of area
- Estimate the cost of the materials needed
- Estimate the cost of the equipment needed
- Research price for labor of workers
- Plan phases for how project will be built over time
- Research how many people are needed
- Identify tasks that the scouts can do

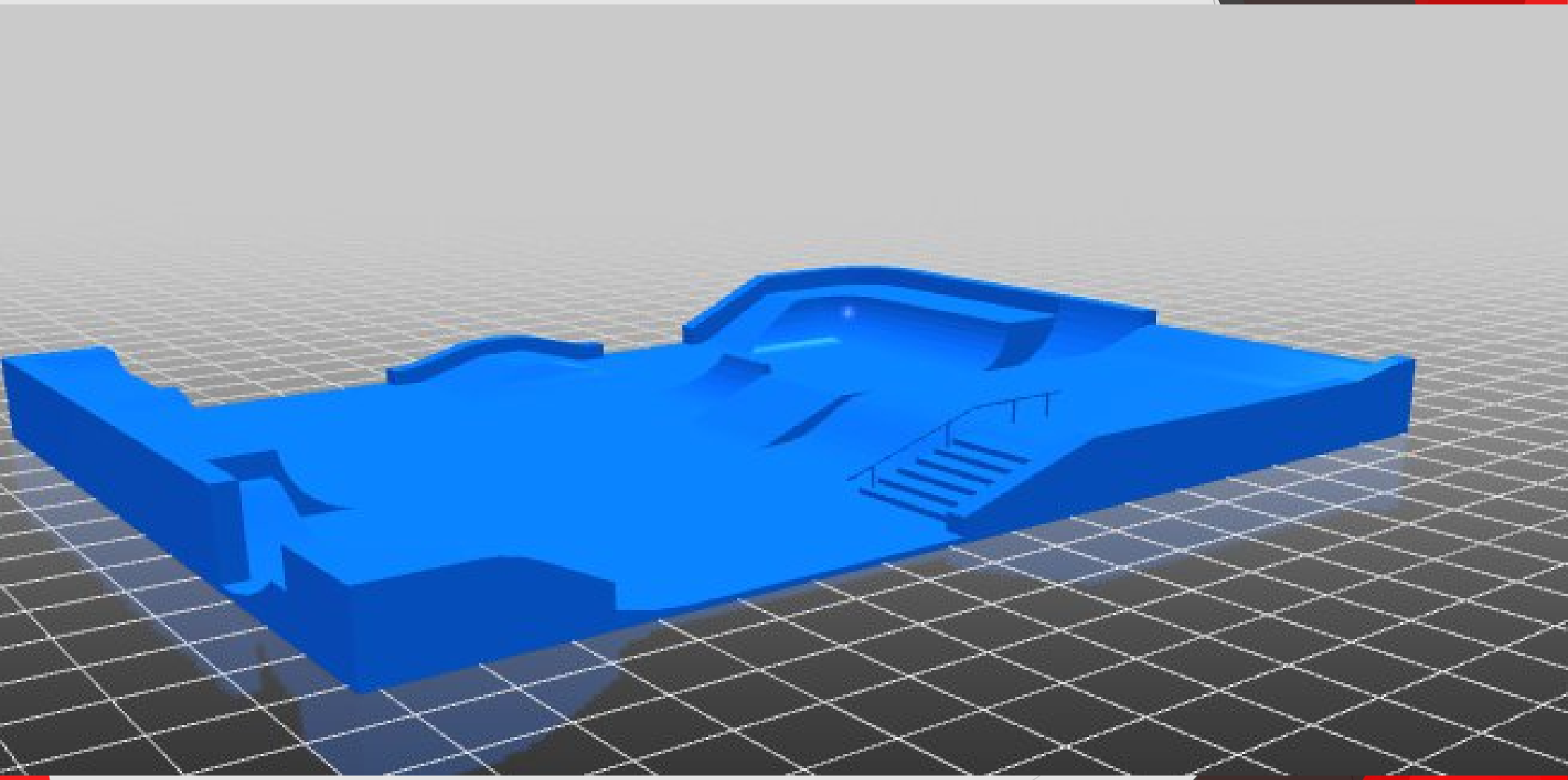
What I will need to do in order to start

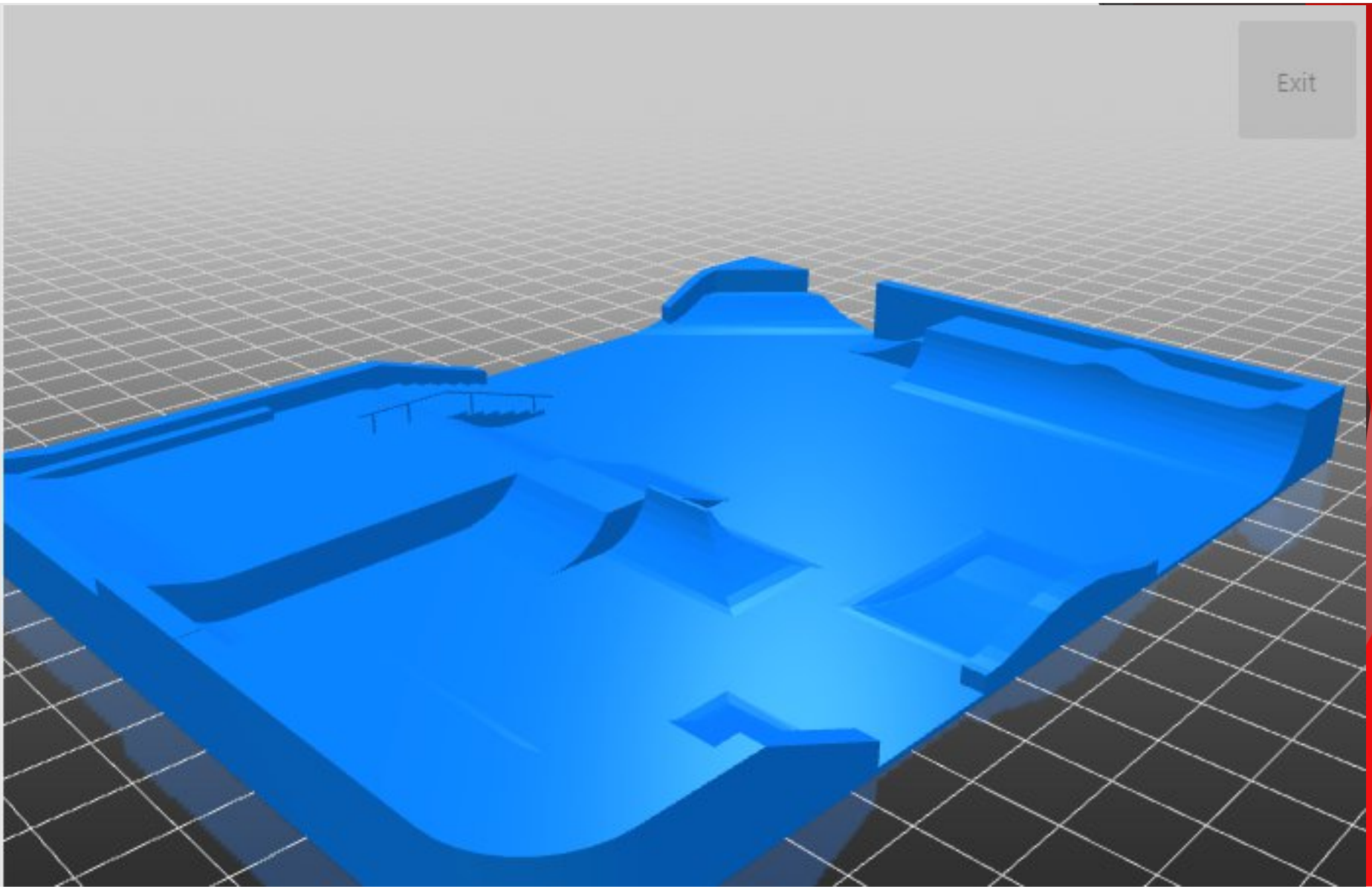
- Approval from Troop 16 Scout Committee.
- Approval Ledyard from Parks and Rec.
- Wetlands commission approval
- Planning and Zoning approval and an 8-24 review (a State required review of any improvements occurring on municipally owned property)
- Approval from the Town Council for constructing an improvement on Town owned property
- A financial review by the Town's insurer to determine what the impact would be to the Town's insurance coverage
- A building permit from the Land Use Department in Town Hall
- Start fundraising, applying for grants, accepting donations

What I will need to do in the future

- Research the best concrete pouring company
- Find volunteers
- Research landscaping companies
- Find artists to do artwork






Exit

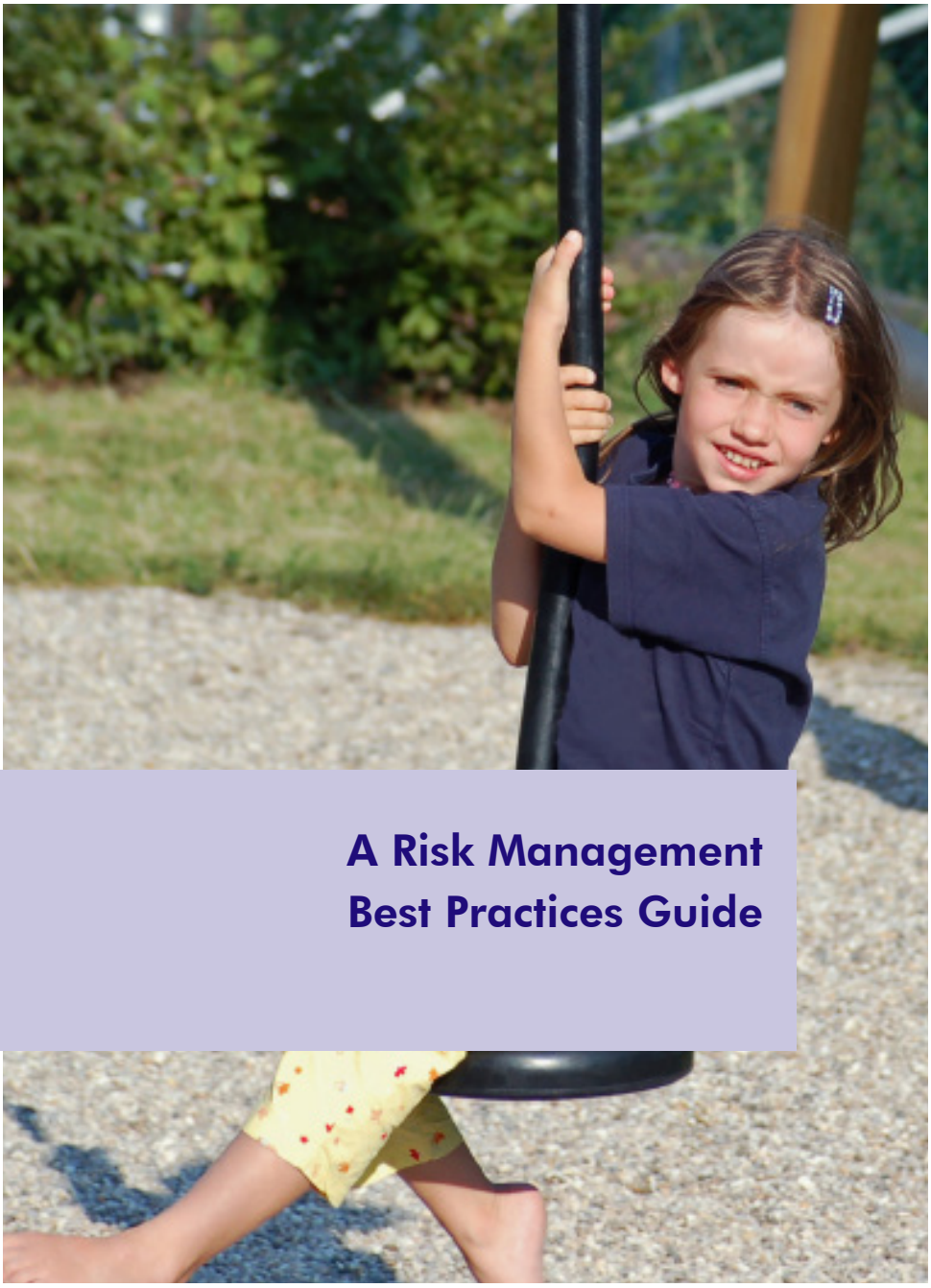
Thank You

Jeff Paprocki
Cindy Olsen
Miles Hassenfeldt
Dawn DeBrodt
Justin DeBrodt
Dr. Brandon Casper
Dr. Jeff Bolkhovsky
Vince Whittle
Scott Johnson

How to get to the park

- The are multiple ways to get to Highland Lake Park. One of the ways to get to the park is going the Highlands onto Captain Amos Stanton Dr. and going through the woods on a trail and having to cross a log and into Lakeside Condominiums.

Parks & Recreation



A Risk Management Best Practices Guide

CIRMA
Member Owned
Member Governed

Park & Recreation: A Best Practices Guide

© August 2011, Connecticut Interlocal Risk Management Agency.

All Rights Reserved. This book or any part thereof may not be reproduced, transmitted, or stored in any type of retrieval system by any means, electronic or mechanical, without prior written consent of the Connecticut Interlocal Risk Management Agency (CIRMA). This book is intended for the exclusive use of the members of CIRMA and for the employees of its members.

5th printing - Printed in the United States of America.

This publication is intended for general purposes only and is not intended to provide legal advice. If you have questions about particular legal issues or about the application of the law to specific factual situations, CIRMA strongly recommends that you consult your attorney.

K:\Risk Control\Reference Library\Manuals\ParksRecreation_LW_071118

Parks & Recreation

A Risk Management Best Practices Guide

Contents

INTRODUCTION 1
THE RISK MANAGEMENT PROCESS 2
I. PRINCIPLES OF RISK MANAGEMENT 3
What is Risk Management? 3
Risk Management Process 3
Liability Exposures in Recreation 4
Risk Management Program 5
Additional Resources 8
II. EMPLOYEES AND VOLUNTEERS 9
Job Descriptions 9
Hiring Process 9
Job Orientation 10
Specialized Training 10
Program Instructors 10
Accident Reporting and Investigation 11
Employment-Related Practices 12
Health and Safety Committees 12
III. BUILDINGS AND FACILITIES 14
Building & Equipment Maintenance 14
Building Use Policy 14
Facilities Use Agreement 14
Third-Party Use and Rental of Municipal Facilities 15
Special Events 16
Volunteers 16
Fleet Management 17
Alcohol Liability 17
IV. RECREATION PROGRAMS 18
Responsibility to Participants 18
Types of Programs 19
Land for Recreation 20
Lakes, Ponds, and Beaches 20
Arenas and Stadiums 21
Athletics 21
Weather Conditions 23
Boating Activities 24
Golf Courses 25
Skate Parks 25
Dog Parks 29
V. AQUATICS 31
Supervision 31
Facilities 31
Types of Swimming Pools 32
Barriers and Fencing 33
Water Quality Testing 36
Lakes, Ponds, and Beaches 37

VI. PLAYGROUNDS 39
Playground Exposures 39
Planning and Design 42
Supervision 44
Inspection and Maintenance 44
Risk Management Plan 45

VII. EMERGENCY ACTION PLANS 46
Facility Evacuation Procedures 46
Medical Response 46
Communication Plan 47
Regulatory Issues 47

VIII. SECURITY 49
Definition of Abuse 49
Developing a Program 50
Screening Prospective Employees and Volunteers 50
Supervision 51
Incident Reporting and Investigation 51
Training and Record Keeping 51
Parent Notification and Pick Up 52

APPENDICES 53

A. Sample Policies, Agreements, and Forms
Sample Hold-Harmless and Indemnification Agreement A3
Sample Informed Consent Agreement for Administration of Medication A4
Sample Waiver, Hold-Harmless Agreement, and Release of Liability Form A5
Sample Maintenance Policy A6
Sample Facilities Use Policy A7

B. Sample Forms, Signage, and Information for Skate Parks
Sample Waiver, Hold-Harmless Agreement, and Release of Liability B1
Skate Park Registration Form (Sample) B3
Skate Park Warning Sign Samples B4
Further Information B5
Additional Resources B6

C. Connecticut Department of Health Regulations for Pools
Section 19-13-B33b Public Pools C1
Section 19-13-B34 Artificial Bathing Places C6
Section 19-13-B36 Public Bathing Establishments C7
CT Department of Health Clean up of Fecal, Vomit, and Blood Incidents C8

D. NCAA Recommended Dimensions for Diving Facilities D1

E. CIRMA Playground Self-Assessment E1

F. Additional Resources F1

Introduction

Connecticut's towns and cities have a tradition of setting aside land for public enjoyment that reaches back over 350 years. In addition to being entrusted with the care of some of Connecticut's most historic areas, today's Parks and Recreation departments provide a wide range of programs and services that help build a vibrant community life. Parks provide dedicated spaces for play, games, the arts, sports, and exercise that are enjoyed by people of all ages and abilities.

Like other municipal operations, Parks and Recreation departments have a legal obligation to do what they reasonably can to ensure that users are able to enjoy themselves in a safe and secure environment. Municipal leaders are also obligated to provide their Parks and Recreation employees and volunteers with a safe work environment.

This CIRMA *Parks & Recreation Best Practices Guide* discusses the many unique exposures that Parks and Recreation departments have, and provides best practices for their management. The guide will help municipalities and school staff apply the risk management process to their operations, enabling them to develop an action plan to increase safety, reduce losses, and avoid liability. Just as important, applying the risk management process will help enable municipalities deliver improved services at a lower cost.

Connecticut's parks and recreation spaces make our towns and cities more enriching, healthier places to live. This guide is dedicated to helping municipalities preserve and enhance their value, while protecting the safety of those who use them.

The Risk Management Process

The Risk Management Process, a specialized version of the Plan-Do-Check-Act improvement process, is a systematic way for public entities to reduce losses and ultimately create value.

Step 1. By Establishing the Context, you'll identify your stakeholders, environment, mission, objectives, and values to determine your Risk Criteria, which is the level of risk that your organization is willing to tolerate.

Steps 2 – 4. The process asks you to perform a Risk Assessment by Identifying Risks, or areas of uncertainty. Then the model prompts you to Analyze Risk to understand its nature, sources, and possible consequences. Then it asks you to Evaluate Risk against your Risk Criteria.

Communication & Consultation

Communication and Consultation is a two-way process of sharing information that is a vital part of risk management. Good communication practices help ensure that the process is systematic and timely, tailored to your organization, transparent and inclusive, and that informed choices are made.

Step 5. Apply the selected Risk Management Technique(s).

Monitoring & Review

Step 6. The results are Monitored and Reviewed to assess whether or not the results are acceptable. Then the process is improved and repeated as necessary.

I. Principles of Risk Management

What is Risk Management?

Risk management plays an important role in ensuring the safety and security of municipal parks and recreation programs and facilities. It is a decision-making process that is used to eliminate or minimize unwanted or accidental events and their adverse effects.

The goal of risk management is to:

- Prevent or minimize human injury and loss.
- Prevent or minimize financial loss.
- Protect the public interest.
- Ensure uninterrupted processes and services.

Like other management processes, risk management involves planning, organizing, leading, and controlling.

Risk Management Process

Risk management should be regarded as a necessary part of managing parks and recreation facilities; it is a responsibility shared by everyone in the organization—from management, to employees, to volunteers. All employees should be empowered to identify potential sources of liability, make recommendations, and take corrective actions within their area of control.

The Risk Management Process

1. **Identify Exposures.** There are several methods and tools used for identifying exposures to risk, including making inspections, using checklists, consulting with experts, and reviewing financial and accident records.
2. **Examine Risk Management Techniques.** There are two risk management techniques:
   a. **Risk Control.** Risk control reduces the frequency and severity of unwanted or accidental events. Some techniques are—
      - Exposure Avoidance. Choosing to abandon or not to implement a course of action, activity, or asset.
      - Loss Prevention. Action taken to reduce the frequency (how often) losses occur.
      - Loss Reduction. Action taken to reduce the severity (how large) of losses.
      - Exposure Segregation. Separation of assets and activities so that no single event can cause a loss to all of them.
      - Contractual Transfer of Risk. An agreement that shifts responsibility and ownership of an asset or activity for one party to another.

   b. **Risk Financing.** The method used to pay for unwanted or accidental events should they occur. Risk financing techniques include the following:
      - Retention. Losses are paid for directly out of organizational budgets.
      - Contractual Transfer. Losses are paid by other parties, based on contractual agreements such as insurance policies and hold-harmless and indemnification agreements.
3. **Select Appropriate Techniques.** A combination of risk management and risk financing techniques are chosen, based on exposure to loss.
4. **Implement the Selected Techniques.** Chosen techniques are put into practice through the use of policies and procedures.
5. **Monitoring and Improving Risk Management Programs.** Once implemented, the techniques are monitored to gauge success. Success can be measured by the reduction of the severity and or number of injuries, accidents, or unwanted events.

Liability Exposures in Recreation

Liability is a legal responsibility, duty, or obligation to pay damages to others. Liability is the result of torts: wrongful acts that are neither a crime nor a breach of contract but that render the perpetrator liable to the victim for damages. Examples of various torts that may impact Parks and Recreation operations are:

- **Negligence.** Conduct that falls below the standards of behavior expected of a reasonably prudent person acting under similar circumstances, for protecting others from unreasonable risk of harm.
- **Strict Liability.** Strict liability makes a person legally responsible for the damage and loss caused by his or her acts and omissions, regardless of culpability; for example, product liability.
- **Nuisance.** A common law tort, meaning "that which causes offense, annoyance, trouble or injury." A nuisance can be either public (common) or private. These torts can arise from land use, activities, interference with others' rights, etc.
- **Constitutional Tort.** A constitutional tort is an action that violates the Constitution but is not otherwise tortious. It provides a remedy for plaintiffs who have been deprived of rights, privileges, or immunities granted by the Constitution or federal law.
- **Personal Torts.** A civil wrong resulting from an intentional act on the part of the tortfeasor. These may take the form of assault, battery, defamation, trespass, etc.

In order for negligence to occur, certain criteria must be met. These are—

- **Existence of a Duty.** Common law duty to act as would a reasonable, prudent person under the circumstances. Duty can also arise from policy, order, or directive.
- **Breach of Duty.** Action or inaction can contravene the duty owed.
- **Proximate Cause of Damages.** The injury caused must be foreseeable and related to the breach of duty. If the injury is within the scope of foreseeable risk, damages can be awarded.

"Municipal employees are generally entitled to immunity from negligence liability when in the performance of governmental functions."

Governmental Immunity. Municipal employees are generally entitled to immunity from negligence liability when in the performance of governmental functions. While the concept of governmental immunity is very complex and beyond the scope of this guide, there are some basic steps that can be taken to limit liability for acts by municipal employees. These include:

1. Limit decisions and/or actions to those within the scope of assigned duties or responsibilities.
2. Maintain discretionary authority, rather than create ministerial duties through the implementation of programs and procedures. An example of discretionary policies is a decision of a park director regarding the areas to be opened to the public.
3. Identify situations where it is apparent that a municipal employee through his/her failure to act will likely subject an identifiable person to imminent harm. In these cases immunity will not apply. For example, a police officer observes a fist fight between two parties, one of whom he believes may be armed. After the officer leaves the scene, the fight escalates, and one party is killed.

A comprehensive risk management program will reduce or eliminate liability exposures. The risk management program should address exposures due to operations, activities, and facilities.

Risk Management Program

An effective risk management program includes not only identification, reduction or elimination of specific risk(s), but must also include a management and leadership component.

Formal risk management goals and objectives, as well as assigned responsibility and accountability, can set establish a positive safety culture in your organization. This management component sets the tone for continued evaluation, effective security controls, supervisor training and implementation of workplace safety programs, as well as line employee training. An effective risk management program will yield results by lowering exposure to risk events, and improving efficiency, increasing productivity, employee retention, and improving the entity's overall operations and services.

The management philosophy used in developing your risk management program can carry over into the day-to-day actions by all employees. This should result in a cycle of continuous improvement. Your risk management plan should incorporate historical data, as well as developing new information on specific risk management actions for future reference.

Risk management plans and procedures should not be static. Periodic reviews, performed at least annually, should be conducted to ensure the plan continues to address all current risk or changes in risk exposure. In the event of an incident resulting in a loss, or even a near-miss event, historical data can help determine where the system failed. This information can then be used to fine tune your risk management plan in areas besides the specific risk-event that caused the loss. Asking questions such as, *"What decisions were made and how were they made?"* can produce information about weaknesses in the risk management system. You can then make corrections to all aspects of your risk management plan.

Hold-Harmless and Indemnification Agreement

A *hold-harmless agreement* is a contract under which one party agrees to assume the liability of a second party. A municipality should have a hold-harmless agreement that states that the municipality be held harmless for any tort liability of the municipality that arises out of the business activity referenced in a contract or agreement.

An *indemnification agreement* defines a contractual relationship where the second party agrees to reimburse the municipality for damages, including settlements and/or expenses including attorney fees, court and expert witness fees, etc. regardless of which party is at fault. Indemnification, if properly drafted, requires the other party to step in to protect the municipality from losses, including the municipality's defense costs.

When a municipality enters into any written contract or agreement, CIRMA recommends appropriate hold-harmless and indemnification clauses be included and reviewed. These clauses should be incorporated into one document and should be clearly written, be reasonable, and should provide protection to the municipality and others as needed. These clauses should be written to take effect immediately upon execution of the contract/agreement and be written to protect the municipality, and its officers, employees, agents, servants, and volunteers.

As a best practice, CIRMA recommends that all forms, agreements, or contracts that are provided to the municipality from another party, whether from a contractor, vendor, or leassee, be carefully reviewed to be sure the appropriate hold-harmless and indemnification language is included and amended, if need be. Doing so will help ensure that these documents do not unnecessarily transfer risk back onto the municipality. A municipality should also consult their legal counsel when reviewing or making any changes to contracts and agreements.

"As a best practice CIRMA recommends that all forms, agreements, or contracts that are provided to the municipality from another party, whether from a contractor, vendor, or leassee, be carefully reviewed to be sure the appropriate hold-harmless and indemnification language is included and amended, if need be."

CIRMA's Contract Review team is available to assist members by reviewing contractual provisions. Visit CIRMA.org/Other Services for more information.

Waivers

Waivers are signed documents in which a participant of an activity or event voluntarily relinquishes a known right, such as the right to sue, and includes hold harmless and indemnification language. In the state of Connecticut, however, waivers are not legally binding in a court of law. However, waivers are still a very important tool in mitigating

"The circumstances in which the waivers are executed should be considered, too."

loss. Typically, waivers are used between individuals and organizations when a participant agrees to absolve the organizer of any fault or liability for injuries resulting from participation in the stated activity or event. The participant signs a waiver indicating that he/she is making a voluntary decision and acknowledging that participation involves a risk of injury, even catastrophic injury, and that the participant accepts that risk. Although they do not fully release the municipality from liability in Connecticut for any such injury, a properly drafted waiver can help mitigate such a loss. A municipality faced with a lawsuit resulting from injuries from ordinary negligence, including suits made by its employees or agents, may not face as large a liability exposure if the claimant has signed a properly drafted waiver. A waiver agreement may also relieve the municipality of liability for injuries resulting from mistakes, errors, or faults. A waiver, however, generally does not protect against liability that results from gross negligence or extreme actions.

Waivers sometimes come with different titles and contain terms such as *release*, *disclaimer*, and *exculpatory agreement*. These terms are usually used synonymously with waiver, and despite minor differences they usually refer to the same type of agreement. These forms, however, should not be confused with an Informed Consent Agreement. Sometimes informed consent agreements are used in place of a waiver, but it is a different type of agreement. The Informed Consent is used to protect a provider from liability for the informed risks of treatment or programs to which the individual agrees to be subjected. These can include medical treatments, therapies, experiments or training programs. In general, they are used when something is "done to" the individual and can be seen in use in medicine, in research, by personal trainers, and by school nurses. For example, under Connecticut General Statute §10-212a – Administration of Medications by School Personnel, requires written authorization by a parent or guardian.

Minors. A common concern among municipalities is the use of waivers for an activity when the participant is a minor. In Connecticut, any person under the age of 18 is considered to be a minor; therefore, any contract or agreement they sign is not considered legally binding and thus unenforceable. Although this may be the case, having minors sign a waiver may help mitigate a loss, if they are executed appropriately.

A recommended best practice in the execution of waivers involving a minor is to have both parent(s)/guardian(s) and the minor sign the waiver. Although a parent or guardian cannot waive third-party negligence on the child's behalf, having both signatures may help with defense, demonstrating that the parent(s)/guardian(s) and minor knowingly and voluntarily assumed the inherent risk in a particular action, event, or activity. Signatures, however, are only one element of a waiver. Other elements that are needed to help ensure a waiver is adequate are discussed below.

Elements of a Waiver. Whenever a municipality drafts or revises waiver forms, officials should consult with legal counsel to ensure that all required elements are present and that the release is properly tailored to the particular event or activity. As a best practice, either when evaluating or drafting a waiver for effectiveness, CIRMA recommends a municipality considers the following criteria:

- The title of waiver should be bold, large, and obvious to indicate that it is a waiver of important rights. The form, content, and process should make it clear that the participant has read it and understood it, before signing it.
- The wavier should use an appropriate font size, so that it is easy to read. (12 point font recommended).
- If possible, keep the waiver form to one sheet and to one purpose.
- If the waiver is more than one page in length, the participant should be required to initial every page as an acknowledgement by the participant that he/she has read and understood all of the pages.
- A waiver should use clear and unambiguous language, as well as state the specific right that is being waived.
- A waiver should be clear as to the risks the signing participant is accepting, including both known and unknown risks.

- The waiver should use first person phrasing ("I acknowledge….I accept").
- Appropriate hold-harmless and indemnification language should be included in the waiver.
- The waiving party should be waiving their rights under their own free will. A party should not be forced to sign a waiver by uneven bargaining power.
- A waiver should be obtained honestly, and not by deceit or concealment.
- A waiver should have the release of the participant (and all who act for the participant) be it on behalf of his/her heirs, assigns, and next of kin.
- If a minor is a participant, the minor should sign above the paragraph for parent or guardian (to document the minor's own assumption of risk).
- A waiver should contain a parent/guardian release and indemnify the municipality, as well as their agreement to the participation of their minor child.

A waiver should include a place for the participant to write at least his/her name, address and telephone number either at the top of the form, just below the printed heading, or immediately following the detailed waiver clause itself. Doing so demonstrates that the participant was required to spend time filling out the waiver in the immediate vicinity of the warning or operative clauses.

Obtaining a Waiver. The circumstances in which the waivers are executed should be considered, too. For instance, simple procedures should be in place for individuals who will be responsible for obtaining waivers. This will help ensure consistent administration of all waivers throughout the municipality. Items to consider when developing a procedure for employees obtaining waivers:

- Employee should ensure that the participant has completely filled out all required sections in the waiver.
- Employee should ensure that the participant has properly signed and dated the waiver and, if applicable, initialed the appropriate places.
- Employee should check to be sure that the participant has not crossed out, defaced, or attempted to make changes to the waiver clause in any way.
- Employee should not attempt to interpret the nature and effect of the release or downplay its significance.
- Employee should not rush the participant into signing the document without fully reading it.
- Employee should be sure that they receive the waiver back from all participants before they are allowed to participate and engage in the event or activity.
- Employee should have an assigned location to keep all waivers that they obtain.

A Records Retention Schedule can be found in Appendix B of CIRMA's *Risk Transfer Risk Management Best Practices Guide*.

Online Waivers. Growing in popularity in the Internet age is the use of on-line waivers with electronic signatures. Typically these waivers are found on a municipality's or board of education's website.

CIRMA's recommended best practice for an on-line waiver is:

- The individual consenting to the waiver should be required to access the electronic release using both a login ID and personal password.
- The individual should consent to each paragraph using an "I Understand and Agree" prompt.

Certificates of Insurance. Certificates of Insurance are standard documents usually issued by an insurance agent or broker on behalf of the insurance company. The purpose of this document is to provide evidence of an insured's financial ability to respond to a claim through an insurance policy should a loss arise out of the activity or activities being performed. A municipality, as a best practice, should routinely request certificates of insurance when a third party:

1. Leases a municipality's premises.
2. Uses a municipality's premises for an event or activity.
3. Is contracted with to provide a service.

As a best practice, CIRMA recommends that municipalities request the following in addition to the Certificate of Insurance:

1. An endorsement to the Contractor's, Vendor's, or Lessee's insurance policy that names the municipality as an additional insured; only an additional insured endorsement modifies the policy terms. This means that the insurance policy names the municipality or board of education in an endorsement on the policy, thus giving the municipality a direct relationship with the contractor's or party's insurer allowing access to the policy coverage.
2. Obtain a copy of the party's insurance policy. An insurance policy will provide a full description of the insurance coverage, full list of endorsements (including whether or not the municipality is named as an additional insured) and exclusions within the policy along with the policy limits.
3. Specify what coverages and limits the contractor or lessee should modify, if necessary, to adequately protect itself before entering into a contractual relationship.

Additional Resources

CIRMA's *Risk Transfer Risk Management Best Practices Guide* can be consulted for additional information concerning hold-harmless agreements, waivers and certificates of insurance. (Sample forms can be found in Appendix A of the guide).

"While it may not be feasible to retain all documents to the age of majority of all potential claimants, you should develop a document retention policy that is reasonable and use it consistently."

Document Retention Policy. A document retention policy provides for the systematic review, retention, and destruction of documents received or created in the course of business. A policy will facilitate business operations by promoting efficiency and freeing up valuable storage space. In addition, a document retention policy can protect the municipality in litigation and help ensure compliance with federal and state laws and regulations.

In the state of Connecticut, claimants have two years from the date of injury or the age of majority to bring a negligence claim against a municipality. While it may not be feasible to retain all documents to the age of majority of all potential claimants, the municipality should develop a document retention that is reasonable and use it consistently. Save the completed waiver forms and team rosters for at least three years from the end of a given event date or sports season.

A Records Retention Schedule can be found in Appendix B of CIRMA's *Risk Transfer Risk Management Best Practices Guide*.

Legal Review. Legal counsel should be consulted throughout the new policy development process. Request a legal review of all new policies and related documents. If you are using sample documents provided by CIRMA or other sources, review them for accuracy before implementing and ensure that they have a final review by legal counsel.

II. Employees and Volunteers

In any discussion of risk management, the hiring, training, managing, and sometimes firing, of employees and volunteers is extremely important. Employees and volunteers as a class can be the Parks and Recreation organization's best resource, or its worst nightmare, depending on how well the organization implements the appropriate risk management techniques. Whether it is employees who are actually part of the organization's staff or volunteers who donate their time and services, the risk management process starts by identifying the needs of the organization. Once the staffing needs are understood, then the organization can employ the proper techniques to reduce risk.

"As a best practice, a job description establishes the scope of the volunteer's duties and can help to mitigate the severity of liability, should the volunteer exceed the parameters of the position."

Job Descriptions

Before an organization can hire an employee or secure a volunteer, there should be a specific, written job description for the position. Job descriptions should include the essential experience, educational, technical, and physical requirements of the job. Experience, education and technical requirements should be linked directly to the job, and should have basic relevance to the activity. Physical aspects should be specific and should be considered with respect to the requirements of the Americans with Disabilities Act (ADA). Possible accommodations to the physical requirements should also be considered. When selecting a candidate to fill a position, the job description should be a primary tool in determining if he or she is qualified. For volunteers, the job description establishes the scope of the volunteer's duties and can help to mitigate the severity of liability, should the volunteer exceed the parameters of the position. Job descriptions should be reviewed periodically and updated when necessary. Changes in technology, tools, or equipment may render a job description obsolete; it should then be updated to reflect the current situation.

Hiring Process

The hiring process begins with the posting of the opening and the soliciting of candidates. Postings can be placed in local newspapers, trade publications, or on the web. The posting should include a description of the types or qualifications that are required. To protect the entity from potential discrimination, postings should include the requirement that the applicant must complete and submit a formal application, or they will not be considered. Make sure that the application conforms to the requirements outlined in the EEOC guidelines. Place a time limit on the posting, so you don't have to consider applicants after a specific date.

Review the applications and determine which meet the minimum job requirements. Determine which of these to bring in for a formal interview. Ensure that the interviewer is qualified. As with the application, the interviewer should conform to the requirements outlined in the EEOC guidelines concerning appropriate questions.

Develop policies and procedures around the requirements pre-employment drug/alcohol testing, background investigations, prior employer checks, credential checks, motor vehicle checks (if appropriate) and criminal background investigations (which could include: checks of local police records, state registries of known child offenders, National Crime Information Center (NCIC), finger prints). Document any of these policies/procedures. Such screening steps should be provided to the candidate and be noted as a condition of employment, prior to any offer. There should be written standards related to these screening tools that indicate when a candidate would not be considered as qualified.

Once the completed application is reviewed, the interview has taken place, and any required pre-screening is completed, a job offer may be made. The offer should be put in writing and should outline the position title, the starting date, the remuneration level, and any other pertinent information.

The organization should consider developing a formal employee/volunteer handbook. The handbook should outline the organization's policies and procedures and any other information pertinent to the employee's or volunteer's employment or activity. The handbook should contain "at will" language, which indicates that the employment/activity can be terminated by the organization at will. In other words, there is no need for any formal process for dismissal. However, it is still good risk management practice to document any employment or volunteer actions taken by the organization.

Job Orientation

The organization should develop and implement a new employee/volunteer orientation program. This program should include a review of the employee/volunteer handbook, other related policies/procedures, incident/accident reporting procedures, and who to contact when an issue arises during the course of employment or volunteering. The individuals should be required to sign off that they have read, been informed of, and understand the material and information provided during the orientation.

Specialized Training

Some positions within a Parks and Recreation organization will require employees and frequently volunteers to have specialized training. Examples include sports coaches; instructors for unique or more hazardous activities; such as, gymnastics, rock climbing, or diving (competition), or other programs not considered to be in the general mainstream of park/recreation offerings. Some of these activities will require that coaches or instructors have certifications or licenses. Generally, to obtain the needed credentials, the individual will have to attend special training programs, and in some cases, will have to pass a certification exam. In these cases, the organization should become familiar with the requirements and make sure that they confirm that the person is currently up to date with their certification or license. Confirmation should be documented and be periodically reviewed and updated.

General training programs should cover the following:

- Duties to be performed.
- Prohibited acts.
- Risks involved in the employee's/volunteer's duties.
- Ways to minimize risk or injury.
- Record keeping, confidentiality, ethics.
- Any required specialized skills.

Training should always be documented by listing what the training program covered, when the training took place, who provided the training, and who attended. Refresher programs should be provided.

Program Instructors

An area of liability that is often overlooked or misunderstood is that of the professional relationship between instructors and the municipality. Typically, instructors are used in the Parks and Recreation departments, Youth Services, and in Senior Centers. They are present to instruct, teach, organize and/or facilitate a recreational or informational class, program, or activity. These instructors are in valuable in providing quality programs and activities which capture the unique interests and share the rich experience of residents. However, without a clearly defined relationship between these instructors and the municipality, there are gray areas that can expose the municipality to unforeseen risk, such as:

1. Whether or not these individuals may be considered employees and afforded rights as such; for example, Workers' Compensation benefits.
2. Who is liable in the event a loss occurs: the municipality or the instructor?

This guide and CIRMA's *Risk Transfer Risk Management Best Practices Guide* discuss many recommended practices for appropriate ways to transfer risk to third-party contractors and those same principals should be applied to Independent Instructors as well.

One of the most important first steps in establishing what type of relationship an instructor will have with the municipality is to establish if the instructor will be paid by the municipality. If the instructor will not be receiving any compensation they then fall into the category of "Volunteer." Any volunteer relationships should follow the CIRMA recommended best practices for volunteers as outlined in the "Volunteer" section of this guide. (Additional information regarding volunteer liability and best practices for volunteer programs can be obtained by contacting your CIRMA Risk Management Consultant).

If, however, an instructor will be receiving compensation, they may be considered an employee under the Connecticut Workers' Compensation Statute. Usually municipalities consider a paid employee someone who has gone through an interview process, has had a formal offer, filled out their W-2 information, has a title and job description, and is part of the municipality's payroll. But, if an instructor is to receive a per-participant fee; a percentage of the revenue of the course, program, or activity; or any other form of compensation from the town or department, they may be considered an employee of the municipality.

A CIRMA recommended best practice to prevent ambiguity in the relationship between the municipality and its instructors is to develop and implement an "Independent Contractor Instructor Program and Agreement." There may be many different components to this program and agreement that will be unique to every municipality. The components of this program are outlined in CIRMA's *Risk Transfer Risk Management Best Practices Guide*.

"A CIRMA recommended best practice to prevent ambiguity in the relationship between the municipality and its instructors is to develop and implement an 'Independent Contractor Instructor Program and Agreement.'"

In addition to a formal Independent Contractor/Instructor Program, these Best Practices recommendations should be followed.

- Fitness instructors and other service providers should have the appropriate training and/or professional certifications for the activity.
- The facilities and equipment should be suitable for the activity, periodically inspected and maintained in good condition at all times.
- Maintain proper ratio of participants to instructor(s).
- The activity should be appropriate for the age and skill level of participants.
- All accidents, incidents and problems should be reported as soon as possible.
- Where appropriate, provide properly stocked first aid kits, AEDs and other emergency equipment.

Accident Reporting and Investigation

The organization should have a formal process for reporting and investigating incidents and accidents that occur while participants are engaged in any of the activities presented. Depending on the seriousness of the circumstances, incidents may need to be reported not only to internal management or supervisors, but also to appropriate outside agencies, such as emergency medical providers. Therefore, the organization should provide a list of appropriate contacts, their phone numbers and other relevant data. Formal policies and procedures should be developed that outline the specific actions to take in the event of an incident. Employees and volunteers should receive appropriate training regarding these procedures.

A formal investigation process should be in place, which documents the circumstances of the incident, why the incident occurred, the responsible condition/root cause of the incident, what corrective action should be initiated, and follow up to determine if the corrective action has been completed. As corrective actions are taken, they should be documented to include a description of the action, who performed it, when it was performed, and where it was performed. Accident/incident reports should be analyzed to determine if there are specific trends. Where such trends are identified, specific programs should be initiated to address the exposure(s).

Employment-Related Practices

In order to avoid costly Employment-Related Practices claims and law suits, CIRMA's best practices include:

1. Review and update job descriptions. Job descriptions should be periodically reviewed to ensure they are complete, accurate, and correspond to the actual duties performed.
2. Check the postings. Ensure that the DOL, state, federal and Workers' Compensation notifications are all current and up to date. Don't wait for a surprise audit or investigation to alert you to deficiencies.
3. Provide harassment/discrimination training. Review applicable policies, administrative regulations and employee handbooks on harassment, hostile work environment, and discrimination annually. Once reviewed, these documents should be distributed to all employees and suitable training conducted.
4. Conduct ADA training. The ADA Amendments Act went into effect in 2009. Ensure that your administrative team, supervisors and managers understand the new definitions and obligations.
5. Update military leave policies. With the recent passage and amendment to the FMLA military leave provisions for the family of military members, ensure that policies and regulations accurately reflect the obligations under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and FMLA, with regard to protection extended to military members and their families.
6. Review, update, or implement performance evaluations. Train administrators, supervisors and managers to understand the deadlines, procedures and content of performance evaluations that are required for each class of employees by law, policy, and if applicable, collective bargaining agreement.
7. Update FMLA forms. With the new regulations that came into effect in 2009, the Department of Labor published new FMLA certification forms and notifications that must be provided to employees. Review your forms and notices to ensure they are in compliance with the new regulations and DOL requirements.
8. Conduct a thorough handbook review. Update any employee handbooks to ensure that all necessary policies are included, are current, and are reflective of current law.
9. Update COBRA notices and policies. Review and update policies as needed.
10. Audit your Collective Bargaining Agreements. If your district is unionized, review all current collective bargaining agreements to determine if any of these changes to the law may have a bearing on any provisions in your current labor contract.

CIRMA's Employment Practices Liability Helpline Program is available to CIRMA LAP members. This free program provides legal guidance on all matters relating to employment practices from attorneys specializing in employment law. Visit CIRMA.org/Liability-Auto-Property/EPL for more information.

Health and Safety Committees

Connecticut General Statute § 31-40v. requires each employer with twenty-five (25) or more workers, including municipalities and local public agencies, to establish and administer Safety and Health committees. The statute also applies to employers with less than twenty-five (25) workers whose rate of work-related injury and illness exceeds the state average.

"Safety and Health committees have two basic functions: (1) Creating and maintaining an active interest in safety and health, and (2) Serving as a means of safety and health communication."

Duties and Functions of the Committee. Safety and Health committees have two basic functions:

1. Creating and maintaining an active interest in safety and health, and
2. Serving as a means of safety and health communication. In addition to these functions, both the statute and the regulations specify the following responsibilities assigned to the committee:
   - Conduct regular meetings of the main and each sub-committee, at least quarterly (§31-40v-5), to maintain up-to-date awareness of safety and health issues;
   - Establish procedures for workplace safety inspections by the committee {§31-40v-8(a)};
   - Establish procedures for investigating all safety incidents, accidents, illnesses and deaths {§31-40v-8(b)}, and develop corrective actions for recommendation to management;
   - Evaluate accident and illness prevention programs {§31-40v-8(c)};

- Establish training programs for the identification and reduction of hazards in the workplace which damage the reproductive systems of employees {§31-40v-8(d); *and*
- Establish training programs to assist committee members to identify the effects of employee substance abuse on workplace accidents and safety {§31-40v-8(e)}.

Although not specifically listed in the regulations, the duties listed below should also be considered for inclusion in the committee's scope:

- Obtain information from the employer regarding potential or existing hazards, accident data or trends, occupational diseases and workplace hygiene reports;
- Recommend improvements to the risk management program;
- Respect confidential information about the workplace, work processes, and workers, which was acquired by being a committee member;
- Provide a vehicle to communicate organization's safety policies to ensure that every employee clearly understands management's safety philosophy, knows what the rules are, and recognizes the importance of abiding by them, and the consequences of failure to do so;
- Determine workplace hazards by assisting fellow employees in the discovery of substandard conditions and practices, and recommend corrective action;
- Review reasonable safety suggestions and develop ideas for possible implementation;
- Monitor inspection reports to assure that corrective action is taken;
- Promote safety awareness programs for employees by involving all employees, and not just committee members, in furthering the cause of accident prevention;
- Hear and investigate employee complaints on hazardous conditions, material or equipment; and
- Recommend awards or penalties.

Additional information can be found in *CIRMA's Safety and Health Committees Risk Management Best Practices Guide.*

III. Buildings and Facilities

Municipal Parks and Recreation departments manage and maintain indoor and outdoor recreational facilities and equipment that is actively used—and sometimes abused. Department personnel should use the five-step risk management process to evaluate facilities, programs, and events to help ensure safe enjoyment by the public. They should also include the following in their risk management program.

- Building and equipment maintenance policy.
- Facilities-use policy.
- Facilities-use agreement.

Building and Equipment Maintenance

"A formal property and equipment maintenance program should be developed and implemented."

Preventative maintenance and custodial services should be provided to ensure a safe environment for all employees and visitors and allow for continuation of all day-to-day operations. A formal property and equipment maintenance program should be developed and implemented. This program should include upkeep and inspection provisions for all buildings, grounds, equipment, parking areas, sidewalks, and driveways.

Elements of a Property and Equipment Maintenance Program

1. Periodic inspections of all buildings and property (interior and exterior hazards).
2. Inspection and maintenance of all fire protection systems.
3. Inspection and maintenance of all building services, including electrical, plumbing and air conditioning systems.
4. Maintain building exits, emergency lighting systems, exit signs, etc.
5. Maintain good housekeeping practices in all areas.
6. Maintain proper storage of all equipment and hazardous materials, particularly in areas with public access.
7. Inspection and maintenance of indoor and outdoor athletic facilities.
8. Maintain and inspect all equipment according to the manufacturer's recommendations.
9. Train all equipment users according to manufacturer's guidelines.
10. Maintain and inspect all sidewalks, driveways, etc.

Building Use Policy

The purpose of a facilities use policy is to ensure the effective use and enjoyment of municipal recreation facilities. The policy should provide guidance on the following:

- Who may use facilities.
- Rules and regulations.
- Insurance requirements.
- Responsibilities of users.

A sample Facilities Use Policy and Agreement is included in Appendix A.

Facilities Use Agreement

The Facilities Use Agreement describes the terms and conditions under which outside parties are allowed to use municipal facilities. The agreement should limit or transfer liability, and provide the following information.

- Detailed information on the organization requesting use of facility.
- Facilities contact information.
- Hold-harmless agreement. (A contractual agreement obligating the facility's user to pay losses on behalf of the municipality)
- Indemnification agreement. (A contractual agreement obligating the facility's user to reimburse the municipality for losses it has incurred and already paid.)
- Damage/Hazardous Condition/Incident Report.

Third-Party Use and Rental of Municipal Facilities

"It becomes very difficult to determine on whose behalf the individual is acting: the municipality's or the organization's."

Outside organizations, individuals, and groups often request permission to use municipal facilities for a variety of different activities and events. The use of municipal facilities may, and often does, create liability and hazard risks. By implementing the risk transfer techniques discussed in this guide (waivers, hold-harmless agreements, indemnification, and insurance) the municipality can minimize its exposure to liability. In addition, municipalities should have third parties acknowledge and sign the Terms-of-Use policy and procedures form.

Groups. Groups that use municipal and school facilities typically fall into two different categories, *non-profit*, or charitable groups, and *for-profit* groups.

Non-profit, or charitable groups, can include rotary clubs, religious organizations, The Red Cross, or service groups. Their activities usually take the form of fund-raising events or meetings. As a best practice, municipalities should require these organizations to enter into a hold-harmless and indemnification agreement as outlined in this guide. Additionally, municipalities should establish acceptable liability insurance coverage and limits, depending on the nature of the event or activity. The municipality, along with its officials, employees and volunteers should be named as *Additional Insureds* on the policy and it should require a copy of the certificate of insurance. If a group or club has employees working on the premises, the municipality should require the appropriate Workers' Compensation insurance coverage as well.

For-profit groups typically use municipal facilities for commercial purposes. These groups may wish to hold seminars or other educational events for which attendees pay a fee to attend or to hold fairs or sales. As a best practice, municipalities should require these groups to enter into a hold-harmless and indemnification agreement as outlined in the guide. The municipality should also establish and require the appropriate liability insurance coverage and limits. In this case, a general commercial liability policy may be applicable, depending on the event. The municipality, officials, employees and volunteers should be named as *Additional Insureds*. If there are group employees involved, then Workers' Compensation coverage should also be required. These groups should also be required to have appropriate auto liability coverage.

Individuals. People can be divided into two categories when it comes to facility use, *Individuals* and *Individual groups*.

Individuals are persons who use municipal facilities such as gymnasiums, pools, exercise/workout equipment, skate parks, but not as part of an organized group activity. An example of usage is community centers that have a gym with exercise equipment that a person can pay a fee to use, or use because they are a member of that community. In this case, requiring an individual to obtain a Certificate of Insurance may not be practical. As a best practice, however, a municipality should have a waiver signed by the individual(s) including appropriate hold-harmless and indemnification language as outlined in the *Waiver* section of this guide.

Individual groups are persons who rent or request the use of municipal facilities for events such as bridal showers, weddings, family gatherings, birthday parties, bachelor/bachelorette parties. These individuals will not have access to insurance through a group, organization or club policy, but may have personal liability coverage through a Homeowners or Renters insurance policy. Nonetheless, a municipality should still require these groups to purchase coverage for their activity. There are many insurance programs such as TULIP (Tenant Users Liability Insurance Program) that offer affordable coverage for these types of events and activities. As always, the appropriate waiver, hold-harmless, and indemnification forms should be used.

Visit CIRMA.org/Liability-Auto-Property/TULIP for information on CIRMA's Tenant Users Liability Insurance Program.

It is important to remember that the municipality has a responsibility to maintain facilities in a reasonably safe condition. Entities should also review proposed public uses of property to ensure that the activities do not create risk to the public or to property, and amend any terms of use policies and procedures as necessary.

"The use of municipal facilities may, and often does, create liability and hazard risks.

Special Events

Most municipalities either sponsor or allow special events on their property. These events may include fairs, parades, fireworks, block parties, or road races. Events such as these create potential risks and claims against the municipality. Proper evaluation of these events will aid identifying potential hazard and developing the appropriate controls.

First, the municipality should determine the role it has in any special event. If the municipality plans on controlling an event, hiring a contractor for services, or having the primary responsibility for organizing and planning the overall event, then the municipality should take appropriate safety and planning measures. As a sponsor of an event, which may include contributions of money, personnel, products, or equipment, the municipality could be exposed to possible liability. On the other hand, if an individual or outside organization sponsors an event, the municipality can and should transfer some liability to the other party, thus minimizing their exposure to potential claims.

Risk Management Best Practice. As best practices when special events are held, the municipality should consider the following:

- Establish policy and procedures for all special events, including permit applications, licenses, event check lists, accident reporting and investigations, communications, contracts, emergency planning, medical and first aid, parking and traffic control, site safety, crowd control, current regulations etc.
- Establish if the municipality will have any involvement in the special event as a sponsor or organizer.
- Evaluate the potential risks of the event.
- Evaluate who may be liable if a loss occurs.
- Require organizers/sponsors to obtain the appropriate liability coverage and limits.
- Require individuals and groups who are responsible for any portions of an event, such as vendors and exhibitors, to obtain the appropriate liability coverage and limits.
- The municipality should require being named as an additional insured on the policies and require a certificate of insurance from all vendors, organizers, and sponsors.
- Any insurance policies should be reviewed for coverage, limits, endorsements and exclusions.
- Hold-harmless and indemnifications agreements should be used with all parties involved.
- All contracts should be reviewed by legal counsel; CIRMA is also available to assist with contractual provisions for risk allocations, insurance requirements, and safety plans.

Volunteers

Many special events will have the involvement of volunteers from the community and outside organizations. What can be ambiguous is whether or not a particular volunteer or volunteer organization is acting on behalf of the city or itself, and then where liability will fall. In many municipalities, there are individuals who are involved in city government and who also donate their time as volunteers; for instance, they may volunteer on committees or in groups that organize special events. It becomes very difficult to determine on whose behalf the individual is acting: the municipality's or the organization's. If a municipality provides personnel, it could expose itself to potential liability. A recommended best practice to avoid such confusion is for volunteers to form a non-profit organization or group whose purpose and function is to organize and operate these events. This type of non-profit will rely largely on volunteers, but these volunteers will not be acting on behalf of the municipality, but rather on behalf of their non-profit that is tasked with operating, sponsoring, and organizing these events. Therefore, most of the liability arising out of these activities is transferred to the non-profit's liability insurance, not the municipality's.

Fleet Management

Parks and Recreation departments may use cars, vans, and buses for group travel to and from events. Although it should be discouraged, individuals may use their personal vehicles for transportation purposes as well. Because of the wide range of vehicle related liability exposures, it is critical that the organization has a formal, written fleet management policy.

At a minimum, the fleet policy should contain a written policy statement governing the use of vehicles, for both owned and non owned, including the rules and procedures, driver screening, accident reporting and investigation, driver training and maintenance practices. CIRMA's *Fleet Safety Programs Risk Management Best Practices Guide* can be used as a resource when developing your own Fleet Safety program.

Alcohol Liability

Alcohol Liability or (Liquor Liability) Insurance covers the liability of insureds in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages. With this form of coverage the insurer agrees to pay those sums that the insured becomes legally obligated to pay as damages because of bodily injury or property damage resulting from the selling, serving, or furnishing of any alcoholic beverage. Knowing whether or not alcohol will be provided or sold at a special event is very important when analyzing risk exposures. Although avoidance is a risk management technique used to help eliminate an exposure, a municipality would have to decide whether or not this is an option. What's more important is having a plan and policy in place to help ensure that the municipality is adequately protected from the potential liability of having alcohol present at a third party's special event.

"Although avoidance is a risk management technique used to help eliminate an exposure related alcohol, a municipality would have to decide whether or not this is an option."

If any alcoholic beverage is sold, served, or otherwise made available at any special event, Liquor Liability Insurance should be provided by the vendor who retains the Alcoholic Beverage License, or by the third party who will be providing the alcohol at their event (for example, alcohol available at a wedding, birthday party, anniversary, bachelor/bachelorette party, etc.).

It is important to note that in most General Liability insurance policies, coverage is excluded for persons or organizations in the business of manufacturing, distributing, selling or serving alcoholic beverages, for injuries or damage arising out of these activities. It is therefore a CIRMA recommended best practice for the municipality to check for these exclusions in any third party's insurance policy. In most policies where this coverage is excluded, an endorsement may be purchased where alcohol liability coverage is made available on the policy. Otherwise a third party should be required to purchase the coverage elsewhere; for instance through a TULIP policy. The policy and the certificate of insurance should be obtained to verify that the municipality, its officials, employees and volunteers are named as additional insureds. A hold-harmless and indemnification agreement should also be signed.

IV. Recreation Programs

"More hazardous activities, involving younger participants, and the facilities in which the activities take place will affect or dictate the proper instructor to participant ratio."

Parks and Recreation agencies offer a wide range of fun activities, programs, and services to their communities. In order to best meet the needs of the community, a formal planning process should be implemented. This plan should be a dynamic document, continuously evaluated and updated to ensure its effectiveness. A written plan will help to focus a community's resources in an efficient manner. There are a number of key components that should be addressed during the planning process.

These include:

- Establishing formal goals and objectives, including facilities, financial resources, land use, etc.
- Reviewing operations, including staffing needs, physical assets, etc.
- Selecting programs based on community assessments and identified needs.
- Developing program plans specific to each individual program identified in the needs assessment.
- Identifying resources required for plan implementation.
- Identifying interagency partnerships and alliances.
- Prioritizing plan elements and develop implementation time lines.
- Incorporating risk management best practices into each plan step.
- Reviewing plans periodically (annually or as needed).

Responsibility to Participants

The providers of parks and recreation programs are generally recognized to have certain responsibilities to the participants of such programs. These responsibilities include the following:

- Providing appropriate instruction.
- Providing adequate supervision.
- Providing safe and suitable equipment.
- Providing safe and appropriate facilities.
- Ensuring proper matching of participants.
- Providing adequate medical care.

Provide Appropriate Instruction. Proper instruction is a crucial responsibility. The instructor of parks and recreation activities must be able to accurately demonstrate the intended activity. This is particularly crucial for participants who are new to the activity. An explanation of the hazards associated with the activity should be provided with the demonstration of the activity. Proper instruction will also show correct positioning of equipment, use clearly understandable language, and discuss necessary physical conditioning.

Provide Adequate Supervision. Adequate supervision is concerned not only with the *quantity* of supervision, but also with the *quality* of supervision. There are no hard or fast standards that deal with the proper ratio of supervisors to participants (quantity). Adequacy is determined by the context of the activity, the participants themselves, and the nature of the activity. More hazardous activities, activities involving younger participants, and the facilities in which the activities take place will affect or dictate the proper ratio.

It is essential that those who supervise an activity be familiar with the requirements and hazards of that particular activity (quality). The supervisor must be able to foresee how the participant might become injured while undertaking the activity. A person who has never played football may not be able to teach the proper way to make a tackle that reduces or eliminates the possibility of a head or neck injury.

Safe and Suitable Equipment. Equipment must be appropriate for the activity. A bicycling helmet is certainly not appropriate for tackle football. Although that is an extreme example, more common misuses of equipment present as serious a hazard. For example, when football helmets become outdated and are replaced for the varsity football team, it is tempting, but not acceptable, to hand them down to the junior varsity team. If the technology has changed and the newer helmets are considered to be safer and offer more protection, the old ones should be discarded.

Equipment must also be appropriate for age and size of the participant. Therefore, shin guards for a high school baseball catcher are not appropriate for a Little League player who is much younger and smaller.

Protective equipment must not be removed, even if it hinders optimum performance. Protective eye wear, if required, must be worn even though the participant may not be as comfortable or as efficient. To allow removal is to invite liability.

A critical area that is frequently missed is that the equipment must be adequately maintained to remain serviceable and safe. Therefore a regular program of inspection and maintenance should be implemented. Equipment that is damaged or otherwise not serviceable should be removed from service. If repairs are made, they should be appropriately documented.

Provide Safe and Appropriate Facilities. Facilities should be inspected to discover defects or hidden hazards, such as depressions or uneven terrain in a baseball outfield. Where defects are found, appropriate corrective action must be taken. Inspection and maintenance programs should be documented.

Playgrounds, which have special safety concerns, should be constructed to be age-specific. Standards have been published that outline the age groups. The American Society for Testing and Materials (ASTM) F 1487-07 breaks playgrounds into two groups: preschool age, two- to five-year olds and school age, five-to twelve-year olds. The Consumer Products Safety Commission (CPSC) Public Playground Safety Handbook also recognizes these two groups and also recognizes a third group, toddlers, age six months through two years. These publications establish design, inspection, and maintenance standards for these facilities. Municipal owners and operators of these facilities should be aware of the requirements and develop standards of care to address the exposures.

"Playgrounds, which have special safety concerns, should be constructed to be age-specific."

Ensure Proper Matching of Participants. Providers of recreational activities should ensure that participants are properly matched for specific activities. This is particularly critical when activities involve physical contact. Matching involves considering the participants' size, strength, skill level, and maturity. So, the state champion heavy weight wrestler is probably not an appropriate sparring partner for a light weight beginner. Participants should be matched as evenly as possible to eliminate the possibility that one participant becomes a significant hazard to another.

Provide Adequate Medical Care. Providers of parks and recreation services are also responsible to ensure that appropriate medical care is available for certain activities. Where participants engage in organized sports, some form of first aid service should be close by to render emergency aid until qualified medical personnel can be summoned to the scene. Coaches, instructors and supervisors should be trained to understand and implement emergency medical procedures, when necessary. For example, if a participant is overcome by extreme heat, the providers should understand the difference between heat exhaustion and heat stroke, and be able to react appropriately.

Types of Programs

Recreation programs fall into a number of different categories, including:

- Land for recreation.
- Lakes, ponds, and beaches.
- Arenas and stadiums.
- Grandstands and bleachers.
- Athletics, recreational activities and athletic fields.

- Boating activities.
- Golf courses.
- Skate parks.
- Dog parks.
- Aquatics (swimming pools, etc.).
- Playgrounds.

Both aquatics and playgrounds offer unique exposures, and will be treated in separate sections of this guide.

Land for Recreation

"There generally is no duty to warn of open and obvious hazards. Generally, if the entity has no control of the hazard(s), there is no liability."

Many communities have public land that is used for recreational activities, such as hiking, camping, or biking. There are specific risk management issues associated with these areas. First, most jurisdictions have what are known as public-use laws or statutes, which are designed to reduce, or eliminate, public entity liability associated with the use of these areas. Most of these laws provide immunity as long as the area is preserved in its natural or pristine state, no physical improvements are made, and no charge is (usually) made to the users. The intent of the statutes is to preserve the natural beauty of these areas so that it can be enjoyed by the public. Second, a person's legal status dictates the standard of care that a public entity is required to provide to the users. The person's legal status may be one of the following:

- **Invitee.** As the name implies, an *invitee* is someone who is invited to the premises as a guest and who must be afforded ordinary care. Ordinary care is that of a reasonable person under the circumstances where there is a perceived duty to act, or not act, to prevent injury to persons or damage to property.
- **Licensee.** A *licensee* is someone permitted on the property to perform a function (e.g., the person who reads an electric meter). Licensees are not invited, but are permitted to accomplish their purpose. The duty to licensees is only to refrain from willful or wanton conduct.
- **Trespasser.** *Trespassers* are persons who have no need to be on the premises and, in fact, are not given permission (either directly or implied) to be on the premises. The duty to trespassers is only to warn of any highly dangerous, artificial condition that the trespasser is not likely to discover.

There generally is no duty to warn of open and obvious hazards. Generally, if the entity has no control of the hazard(s), there is no liability. As this implies, the ownership of the property is significant in determining the potential for liability.

Lakes, Ponds, and Beaches

Lakes, ponds, and beaches may be privately owned but operated by the public entity, or they may be open to the general public. Where the former is the case, the control of access is a consideration. This may require that the area be equipped with a fence and gate(s) and also have posted warning signs indicating that the property is private. Persons who violate the restriction, most likely will be considered trespassers, which requires only the standard of care described previously. Areas available for public access increase the public entity's risk and additional controls may be necessary. This is especially true if the entity makes a charge for using the facilities. The areas of concern for risk management include the following: control of use, protection for users, warnings, and seasonal use issues.

These areas may provide facilities such as swimming areas, boating areas with boat ramps and marinas, or boardwalks. Each of these may, or may not be, owned and operated by the public entity. Where these are privately operated, the public entity should ensure that good risk transfer techniques are employed (e.g., waivers, hold-harmless agreements, certificates of insurance, and being named as an additional insured). The operators should be required by written agreement to adequately inspect and maintain the facilities. In the case of public ownership, these activities will be the responsibility of the public entity.

Swimming areas should be adequately marked and segregated from other activities. "No Wake" zones should be established and enforced. Lifeguards may, or may not, be provided. If lifeguards are provided, the entity must ensure that their certificates are

current (including first aid and CPR). If lifeguards are not provided, adequate warnings should be posted indicating that it is "Swim at your own risk." If the swimming area is open for young children, the areas should be segregated between small children and older children and adults. These areas should be well marked.

"Swimming areas should be adequately marked and segregated from other activities."

Where these areas are used in the winter months for sports such as ice skating and ice hockey, the entity must control access and ensure that the area is safe. The entity must have a documented program to test the ice thickness and a policy that only permits use when ice is over a minimum depth. Areas used for general skating and those used for sports (hockey, etc.) should be segregated and marked.

See CIRMA's *Aquatics Best Practices Guide* for more information.

Arenas and Stadiums

The major issues with arenas and stadiums include the following: security, life safety, parking areas, vendors, and crowd control. Security measures include restricting access, usually by controlled access through gates. Tickets are checked and also any personal items that individuals may wish to bring into the facility are also inspected (reduce the potential for terrorism or other illegal acts). Security may be provided by the public entity's law enforcement staff or by private security contractor. In the case of a private contractor, the entity should have adequate risk transfer mechanisms, such as a written contract that indicates the scope and responsibilities of the parties; certificates of insurance, which the entity named as an additional insured on the contractor's policy; and waivers, hold-harmless, and other indemnification agreements favorable to the entity. Where the entity's own law enforcement staff provides security, a formal, documented security plan should be established. Law enforcement should conduct training to ensure that the staff is aware of the policies and procedures which are included in the plan. Any security incidents should be investigated, corrective action should be determined, and follow up should be documented. After action reports are a good tool for this purpose.

Life safety should be reviewed in accordance with the requirements outlined in the National Fire Protection Association Code 101. Adequate exits should be provided and should be conspicuously marked. Adequate detection, suppression, and alarm systems should be installed where appropriate. These systems should be regularly inspected, tested and maintained. These programs should be documented.

Parking areas should be adequately marked and controlled. Traffic patterns, both incoming and outgoing, should be reviewed and analyzed. Efforts should be made to reduce bottlenecks and congestion. Security staff should be trained to direct traffic and enforce the designated patterns.

Vendors who provide food service or serve alcoholic beverages should be properly licensed and have adequate insurance coverage. The entity should ensure that adequate risk transfer mechanisms are in place: certificates of insurance, with the entity named as an additional insured; waivers, hold-harmless agreements, or other indemnity agreements favorable to the entity; and written contracts indicating minimum requirements for food handling, refrigeration, disease control, and any other issues.

Crowd control can be significant, especially where the crowds are large and physically boisterous. Security must be trained to handle crowd disruptions and incidents. Where situations appear to be escalating, security must act quickly to control the situation. Formal, documented policies and procedures should be established and staff must be trained to appropriately implement them. Any incidents should be reviewed with the after action reporting process.

Athletics

Recreational Activities and Athletic Fields. When designing athletic and recreational programs, a number of factors must be considered.

"Because the municipal entity owns the fields and courts, they have an implied responsibility to inspect and maintain them in playable condition."

Age and Skill Level of the Participants. Activities should be selected that are appropriate for the ability level and age of the participants. Care should be taken when mixing participants of different skill levels. The goal of the program should be established and communicated to participants before the start of the program. For example, program

"Because the municipal entity owns the fields and courts, they have an implied responsibility to inspect and maintain them in playable condition."

directors should determine whether to program is purely recreational or competitive, learning-based or performance driven, child-only or with parent involvement. The level of instruction should be matched to the level of the participants.

Size of Group Most Likely to be Using the Facility. The facilities should be adequate for the number of participants. Does the facility allow adequate space between participants and or activities? Does the layout of the facility prevent proper supervision of participants? Is the facility being used within the scope of its intended use?

Physical/Mental Condition of the Participants. The physical and mental abilities of the participants should be considered when designing programs and determining the level of participation. The program should offer the broadest range of activities possible based on the program goals and objectives and available resources. The Americans With Disabilities Act states, "No individuals shall be discriminated against on the basis of disabilities in the full and equal enjoyment of goods, services, facilities, privileges, advantages or accommodations at any place of public accommodation by any person who owns, leases, or operates a place of public accommodation." The agency is required by law to offer a reasonable accommodation to those with an identified disability. What is a reasonable accommodation? In general, reasonable accommodations are those actions that provide meaningful access to programs, services, and benefits without requiring substantial, fundamental or undue burden on the agency. Suitable legal counsel should be sought whenever questions about reasonable accommodation arise.

Supervision. Supervisors of sports and recreation programs have a great deal of responsibility. The role of the supervisor is to exercise reasonable care for the protection of participants under his or her supervision. Because of this responsibility, it is important to have a supervisory plan in place. The agency administrator shares in the supervisory responsibilities for all activities. The administrator should:

- Select qualified staff, officials, and coaches.
- Ensure proper training for all staff.
- Supervise all program aspects including facility and equipment use.

Individual supervisory duties should include:

- Provide a safe environment.
- Teach skills in a developmentally appropriate manner.
- Review all safety rules before the program starts.
- Provide appropriate level of supervision for participants.
- Warn players of inherent risks of activity.
- Enforce all rules and regulations.
- Match participants by appropriate level of skill, size, age, etc.
- Provide proper first aid for injuries.
- Be familiar with all emergency action plans.
- Ensure the protection of civil rights of participants.
- Keep records of injuries, accidents and damage to property and/or equipment.

The most common supervisory problems involve:

- Lack of supervision.
- Lack of adequate supervision, for example, not enough supervisors based on number and/or needs of participants.
- Lack of training for supervisors.
- Supervisor fails to act.
- Supervisor acts in a manner inconsistent with established rules or procedures.
- Supervisor commits an unlawful act.

Weather Conditions

Connecticut municipalities, and their parks and recreation programs, deal with a wide range of weather conditions. Your municipal risk management and operations programs should have procedures in place to deal with inclement weather conditions.

Sun and Heat. Exposure to sun and heat can cause numerous problems ranging from mild sunburn to severe heat-related illnesses. Heat-related illnesses occur from inadequate hydration, excessive exercise for the conditions, and high temperatures or humidity. During times of high heat and/or activity levels, consideration should be given to moving the activities indoors, postponing events, or adding adequate break times.

Rain. While rain is a normal and natural occurrence, cold rain can cause hypothermia. Special care should be taken to prevent cold related injuries and illnesses. Participants in outdoor activities held under rainy conditions should be instructed to use adequate water-resistant gear. Playing surfaces may become more hazardous when wet and require special attention. A proper recreation plan will include provisions for facility inspection, moving events indoors and/or postponement criteria.

Snow and Ice. While winter activities rely on cold conditions, these conditions can lead to cold-related injuries, slips and falls, collisions between participants and other snow and ice related hazards. Formal plans for facility inspection and event cancellation should be in place. Suitable instruction and supervision for winter based activities such as skiing and skating should be provided.

"While winter activities rely on cold conditions, these conditions can lead to cold-related injuries, slips and falls, collisions between participants and other snow and ice related hazards."

Lightning. Lightning storms can develop rapidly and pose a significant threat to outdoor activities in Connecticut. Lightning has been known to strike more than ten miles from the storm. The 30-30 rule is a good basis for a formal procedure: take appropriate shelter when you can count 30 seconds or less between lightning and thunder. Remain sheltered for 30 minutes after the last thunder clap. Suitable shelter includes enclosed buildings and vehicles; avoid pavilions, dugouts, high areas and sheltering trees.

Serviceability of Facility and Equipment. To reduce risk, administrators, supervisors, coaches should take reasonable precautions to provide a safe environment, which includes inspecting facilities and equipment. The inspection of fields and equipment is similar to that of the building inspections detailed in Chapter III of this guide.

Facility and equipment inspections can be generalized or focused on specific areas or activities. Inspections should be conducted periodically based on a number of factors including:

- Manufacturer's recommendations.
- Regulatory requirements.
- Frequency of use.
- Age of facility and equipment.
- Starting conditions.
- Risk level of activity.

When a hazard is detected, the condition should be corrected immediately. If it cannot be corrected, the damaged equipment should be removed from service, area cordoned off, warnings posted or the activity canceled based on the nature of the hazard. In addition to inspections performed by supervisors and coaches, the participants in any given activity should be encouraged to report problems immediately to the event supervisor.

Inspection reports or checklists can be used to document inspections. These documents can help to limit liability by demonstrating the sufficiency of the agency's inspection program. All inspection reports and checklists should be developed by the administration and legally reviewed prior to implementation.

There are all types of athletic fields that are designed for different purposes. In some cases, different sports will share the same field. For example, a field used for both football and soccer. Some fields are designed to be age-specific, such as a baseball field used for Little League or one that is used for high school play. The fields should be designed to

meet the dimensions of the specific users. Siting the field is also a liability consideration. For example, it is not prudent to site a baseball field where the first or third base lines run parallel, and in close proximity, to a street or road, because it is foreseeable that foul balls could leave the field of play and strike a passing vehicle, thus creating grounds for a negligence claim.

Because the municipal entity owns the fields and courts, they have an implied responsibility to inspect and maintain them in playable condition. Inspections and maintenance activities should be documented. When issues are found, they should be corrected in a timely fashion. This should also be documented.

Bleachers and grandstands present liability exposures. They must be inspected and maintained regularly, especially those that are outside and exposed to the elements. During events, the entity should make regular visual inspections to ensure that spectators are not underneath these facilities. Indoor retractable bleachers offer unique exposures. Only specifically trained personnel should be permitted to set up and take down movable bleachers. At no time should anyone be permitted to "scale" the bleachers when they are in the folded (closed) position. To reduce the fall hazard, bleachers and grandstands should be equipped with adequate handrails and guardrails and have minimum openings. Consult applicable references to determine the required design characteristics of these rails and openings.

As with arenas and stadiums, control of spectators falls under the responsibility of the owner. There should be formal, documented policies and procedures for handling spectators that become too boisterous or unruly. Security staff should be trained to recognize a potential situation and take effective action to control it. Where necessary, outside agencies, such as local law enforcement, should be called.

Boating Activities

Boating is a popular sport with risks that are as variable as the weather and types of watercraft. The exposures include the following: water access points (boat ramps), docks, types of permitted watercraft, rentals of watercraft, and instruction for the use of watercraft. Water access points are usually boat ramps. Boat ramps should be constructed in accordance with generally accepted engineering principles, giving consideration to the size, type, and number of boats that will regularly launch from the site. The ramp must be of adequate size to accommodate the anticipated types of watercraft. And there should be adequate parking and turning space to facilitate launching.

Docks should be substantially constructed to accommodate the activities that they will support. If boat slips are part of the dock(s), services, such as water and electricity are generally provided. In such cases, they should be inspected, tested, and maintained regularly to ensure that they present no safety issues.

The types of permitted watercraft may vary and so will the exposures. Some areas will set speed limits and will not permit activities such as water skiing. Some areas may not permit power boating altogether; therefore, the boating will be limited to sail boats, or canoes or kayaks. If swimming is also permitted, the area should be designated and boats should be routed around it. "No wake" areas should be posted and enforced.

Some areas will have boat rental operations, which can also vary greatly in scope. Some rentals will only consist of canoes, kayaks, or small sailboats (e.g., sailfish or sunfish boats); others will actually rent power boats. Depending on the boat, the actual body of water, and the experience of the person who is renting, the exposure can be significant. In some cases, rentals should not be permitted unless the person renting has taken a Coast Guard approved training course. Such formality is generally not required when renting canoes, kayaks, or small sailboats. However, the rental agency may provide basic instruction for those who are not familiar with the equipment. In such cases, the instructors may need to be certified. In all cases, where there is rental of equipment or instruction provided, appropriate risk transfer mechanisms should be employed. These should at least include waivers, releases of liability, or other indemnity or hold-harmless agreements. Children under the age of 18 should not be permitted to rent equipment.

Golf Courses

A number of Connecticut municipalities own and operate golf courses that are open to the public. One liability exposure inherent in golf course operations is the potential for damage to properties and injury to people who reside adjacent or along the golf course. Sometimes, because of the way the course is sited, the operator will need to construct barriers, such as trees/shrubbery or man-made screens, to reduce or eliminate this exposure. Golf course operations should include a weather warning system. The course should have a means to monitor the weather, such as a computer link to the national weather service. When storms arise and lightning is possible, the course should have a siren or horn, which can be heard at any point on the course, to warn golfers to stop play and seek appropriate shelter until the danger has passed.

"One liability issue that is inherent in golf course operations is the potential for damage to properties and injury to people who reside adjacent or along the golf course"

Usually, golf course operators will have a golf pro shop that sells golf equipment, such as clubs, bags, golf balls, and shoes; and also golf apparel and ancillary equipment, such as umbrellas, tees, markers, etc. These operations may also offer club fitting and club repair. Repairs, such as replacing club grips or replacing club shafts, add liability exposures. These operations should require the customer to sign appropriate waivers or hold-harmless agreements before the operator performs the repair.

Golf courses also provide rental equipment, such as golf clubs, pull carts, and motorized golf carts (electric or gasoline operated). All such equipment should have formal, documented inspection and maintenance procedures. This is especially true of the motorized equipment. Before patrons are permitted to use rental equipment, appropriate risk transfer mechanisms should be required. Persons under 18 years of age should not be permitted to rent motorized equipment. Renters should be required to sign appropriate waivers of liability or other types of hold-harmless agreements. These agreements should be reviewed by a qualified legal representative.

Many golf courses have food service and alcohol sales. These can range from a small snack bar operation to a full commercial kitchen with restaurant and banquet facilities and full bar operation. Any facility that serves alcohol should have adequate liquor liability insurance coverage. Servers should be trained in handling of customers who become unruly because they have had too much to drink. One program that is widely used is TIPS (Training for Intervention Procedures).

Many golf course facilities are available for rent for events such as weddings, anniversaries, etc. Some will provide separate banquet facilities, either indoors or outdoors. Outdoor facilities can vary from permanent structures, such as pavilions, to tents. In some cases, patrons will rent the tents from third-party providers and have them set up at the venue. In these cases, the golf course operator should have formal, established written rules and procedures in place to address the exposures. The golf course should require written contracts with all of the parties, which outlines the rules and responsibilities of each party. Appropriate waivers or hold-harmless agreements should be part of the contract language. Certificates of Insurance showing adequate liability coverage should be required from all parties and name the golf course operation as an additional insured. The venue should arrange how parking is to be handled, such as designating areas of the parking lot for the event. Sometimes valet parking is provided. In such cases, this is another entity that should be required to have all of the controls listed above. The operator of the facility should also have a formal plan to address any emergency, such as a fire on the premises. Life safety issues, such as adequate numbers of exits, appropriate marking of exits, and posted evacuation routes should be in place. Additionally, security for the patrons should be reviewed and appropriate plans should be implemented as necessary.

More information can be found in CIRMA's *Municipal Golf Courses Risk Management Best Practices Guide.*

Skate Parks

Because skateboarding, begun as an alternative to surfing, was not recognized as a mainstream sport until recently, there are few formal areas for skateboarding. Skaters often use city streets, sidewalks, or parking lots. Because of the danger to the public and to the

skaters themselves, many municipalities have enacted ordinances to prohibit skaters from these areas. Formal skate parks to provide a safer, dedicated space for skate boarding. When a municipality constructs a park, however, the municipality must understand the liability exposures it assumes, and how to manage them.

"By constructing the facilities, the municipality must understand the potential liability and how to control it."

Risks and Liability of Skate Parks. Skateboarding is a dangerous sport. According to the U.S. Consumer Product Safety Commission, more than 143,000 persons were treated in hospital emergency rooms in 2007 with skateboard-related injuries. Most were injuries to adolescents and young adults; in fact, 90% were under the age of 25. While sprains, fractures, contusions, and abrasions are the most common injuries, deaths due to collisions with cars and from falls also are reported. Injuries are more "use-related" than caused by a defect in the skateboard itself. Dangerous stunts, lack of protective equipment, poor board maintenance, and irregular riding surfaces are typically involved in these accidents.

Once a skate park is constructed, the municipality (or owner), by virtue of it being the under their care and control, will assume liability. This is true for both authorized and unauthorized use. Liability exposures to the municipal owner include:

- Injuries suffered by a bystander or spectator caused by improper design, construction, or manufacturing defects of the facilities or equipment;
- Negligence based on irregularities in the skating surface due to wear or vandalism, in conjunction with a failure to repair;
- Failure to warn or based on products liability (i.e., if boards or safety equipment is rented or provided).

Construction and Design. If your municipality is considering building a skate park, the three most important areas to consider for reducing injury are the park's design, construction quality, and maintenance.

Select designers and manufacturers who have years of experience with skate park sports and equipment, who are licensed and bonded, and who carry product liability and related insurance coverage. The municipality should obtain a commitment from the contractor indicating the facility meets any applicable CPSC, ANSI, and National ASTM standards for skate parks. An indemnity and hold-harmless agreement should be obtained from the contractor, if possible. If entering into a construction contract there should be a hold-harmless and indemnity agreement in place. Contact your CIRMA consultant for contract review.

The skate park facility should be designed with designated areas for beginners and for advanced skaters. If there is also demand for inline skaters and BMX riders, consider designating a specific area or providing scheduled times for these separate activities. Mixed-use parks are difficult to manage and have an increased risk of injury.

Some of the considerations recommended by the National Recreation and Park Association include:

- Users should be included in the design process.
- The size should not be less than 12,000 square feet or more than 15,000 square feet.
- The ideal location for a facility is in an existing or new park with access to restrooms, drinking fountains, and shade trees.
- Different levels of the skaters' abilities must be accommodated; this can be accomplished by varying the height, width, and slope of structures.
- Park should allow movement between each obstacle to lessen stop-and go-skate traffic within the park.

Amenities. Providing rest rooms and water fountains should be considered during the design of the skate park. If it is adjacent to other park facilities it may be possible for skaters to use these. Public seating may be provided for spectators. The public seating should be located outside the fenced area of the skate park. Municipalities should also consider parking, bike racks, trash receptacles, and picnic tables.

Fencing. The skate park should be completely enclosed by a fence at least eight (8) feet high. Self-closing gates should be installed at all entrances. Gates should be locked and signs should be posted when the facility is closed or being maintained. The fence will

help prevent vandalism and help retain objects and skaters within the skate area. Fencing will also prevent small children from wandering into the park and getting hit or slipping and falling.

Lighting. Lighting can extend the hours of usage in a skate park. It's important that lighting not cast any shadows on the skate area. CIRMA recommends that lights be at least 30 feet in height.

Maintenance & Assessments. Skate park structures undergo rough use. Skate park management should implement an ongoing maintenance program, carried out by qualified personnel; this includes inspections and assessments as needed using a checklist. When hazards are found, the park should be closed until repairs are completed. Visual checks for debris and of the general condition of all equipment should be completed before the park opens. The daily checks should include, but not be limited to, fences, trash cans, benches, skating area, etc. Remember, no inspection is routine; inspections should be made as needed after severe weather, heavy use, etc.

Areas to inspect include any walking or standing surfaces, fencing, steps, handrails, spectator areas, as well as the skating surfaces, ramps, or other structures. The equipment manufacturers' maintenance and inspection guidelines should be followed and documented. It is important that documentation be made of all maintenance and repair activities. Each park is unique and requires specific inspection and maintenance guidelines.

Graffiti. Consider a "Zero Tolerance" policy towards graffiti. If you discover graffiti, remove it as quickly as possible (within 24 hours). **Do Not Sandblast** concrete to remove graffiti. This can remove some of the cement, making the surface rough and unsafe for skaters. There are some spray-on products that remove graffiti without damaging the surface such as Graffiti-X.

Remember, both the riders and the community will be looking at how management maintains the park. If the park is clean and well operated, riders will have more respect for it and the community will appreciate the value of the facility. If graffiti lingers, trash accumulates, and broken ramps remain unfixed, skaters will generally have less respect for the park and therefore be more prone to littering and ignoring safety rules.

Some parks have chosen to incorporate a Graffiti Wall into the park. The graffiti "art" is displayed in one area and they have a committee to oversee new work. Graffiti art should never be confused with "tagging" or gang graffiti. All tagging and gang graffiti should be removed immediately.

Supervision & Management of Skate Parks. Nationally, about 50% of skate parks are supervised. **Whether or not to provide supervision is at the discretion of the municipal owner.** If the park is **not** supervised, appropriate signage should be posted. Please note that supervision creates more liability for the municipal owner. If supervision **is** provided, consider including instruction for beginners; enforcing the use of appropriate protective equipment and clothing; and controlling the number and level of participants who are using the park.

The skate park attendant should be familiar with park policies and procedures, as well as any local health and safety requirements. The attendant should be familiar with local emergency numbers and have access to emergency communications. You should consider hiring an attendant who is currently certified by the American Red Cross in CPR and First Aid.

Sample Attendant Duties:

- Open and close the park.
- Documented visual inspections of the park and adjacent park areas.
- Check Identification cards of users to ensure a waiver has been signed.
- Keep park clean of all debris and trash.
- Notify management of any problems immediately.
- Assist in emergency communications and response.

Park Management should also:

- Post hours of operation.
- Close park when weather is inclement.
- Require all organized events to obtain written permission, provide certificate of insurance, copy of the endorsement listing the town as an additional insurer, and a signed hold harmless and indemnification agreement.

Maintenance. The owner should establish a formal, documented inspection and maintenance program. Where issues are found, these should be corrected in a timely manner and documented. Appropriate signage should be installed, such as:

- If the skate park is not formally supervised, signs should indicate "Skate at your own risk."
- Signs should indicate the hours of operation and that it is regularly patrolled.
- Signs should require that users must wear appropriate safety equipment, including helmets, arm and knee pads, and wear appropriate clothing.
- Signs should indicate that skating is dangerous, especially for inexperienced skaters. They should designate areas for beginners and advanced skaters.
- Signs should indicate that younger children (usually under the age of seven) must be accompanied by a competent adult.

If the municipality cannot provide adequate supervision, transferring the operation to a third party may be a good alternative. Third-party operation usually provides the service by making a charge for skaters to use the facility. Contractors may also provide rental equipment, including, boards, helmets, pads, etc. and may provide instructional assistance to beginning skaters. In such instances, the municipality should ensure that the appropriate risk transfer mechanisms are in place. There should be a written contract which outlines the parties' obligations and responsibilities. Where possible, the inspection and maintenance operations should be transferred to the operator. Requirements for waivers and hold-harmless agreements should be written into the contract, and should be favorable to the municipality. The municipality should require adequate proof of insurance and be named as an additional insured on the operator's policy.

Safety Rules & Regulations. The rules governing the use of the skate park should be prominently posted in all areas of the skate park. Rules should be enforced.

Some municipalities have adopted ordinances requiring any person using the skate park to wear a helmet, elbow pads, wrist guards, and kneepads. In addition, the ordinance should prohibit skaters from performing stunts, tricks, or lunge skateboarding in any area other than the skate park. If you adopt a similar ordinance, you should post signs at the skate park giving reasonable notice of this requirement. All ordinances should be enforced consistently to ensure they are being followed.

Safety rules are important and should be posted in the skate park; examples are:

- "Skaters should never be allowed to bring in their own ramps, handrails, or other structures that could be used to perform stunts."
- "Skate runs should be clearly labeled as to the degree of difficulty."
- "Competitions should be restricted to only those sponsoring organizations that are able to provide separate insurance coverage and a contract that holds the municipality harmless and indemnified."

Risk Transfer. The municipality should require waivers from all users of the skate park. *(See Appendix B - Skate Park Waiver, Hold Harmless Agreement, and Release of Liability.)* Parents of minors must sign an acknowledgement of their understanding of the waiver, if their child is to use the park. The municipality should realize that while such a waiver may deter a claim, it might not be a defense in a lawsuit. Identification should be required of adults signing for themselves, or children under their guardianship. Upon completion of the waiver, the municipality should keep the record on file in a secure and identifiable location. If the park is located in a monitored area with restricted access a separate registration form for patrons utilizing the skate park should also be used. *(See Appendix B).*

Dog Parks

Dog parks are usually outdoor fenced areas where people can bring their dogs for on- or off-leash exercise and play. Dog parks are a relatively new recreational concept, and one that is rapidly growing in demand. A number of communities in Connecticut have successfully developed dog parks. The following recommendations and guidelines can help municipal leaders and residents develop a successful dog park.

Creating a Dog Park. A core group of committed dog park activists will form a park association that is responsible for meeting with public officials, making presentations, maintaining the park, and defusing any problems that arise. Once the core group is in place, a larger community meeting may help communicate the plan and solicit suggestions. Other dog owners, dog-related clubs, veterinarians, and humane society and animal control officials may lend support. Park activists should educate dog owners on the need to be responsible. The owner who neglects to pick up after his dog or who allows an aggressive or unsocialized dog to run loose can damage the initiative and undermine the park's chances of success.

"Dog parks are a relatively new recreational concept, and one that is rapidly growing in demand."

The park association should write a clear mission statement that details the need for and purpose of the park. Not only will this deliver a clear message as to the purpose of the park, but will help to establish operational rules and user guidelines.

Choose a Suitable Site and Design. The ideal area will be a safe, accessible location that takes into account the needs of park users as well as the effect the park will have on neighbors and the environment. The park should have:

- One acre or more of land surrounded by a four- to six-foot high chain-link fence. Preferably, the fence should be equipped with a double-gated entry to keep dogs from escaping and to facilitate wheelchair access.
- Cleaning supplies, including covered garbage cans, waste bags, and "pooperscooper" stations.
- Shade and water for both dogs and owners, along with benches and tables.
- A safe, accessible location with adequate drainage and a grassy area that is mowed routinely.
- Fence or planting beds along the outside of the fence to help screen the dog park from other users and to reduce runoff from the dog park area.
- If space allows, it is preferable to provide separate areas for small and large dogs. This will enable large dog owners to allow their pets to run more freely, while it protects smaller dogs who may not be suited to the enthusiastic play of larger breeds.
- Signs that specify park hours and rules.
- Parking close to the site.

Create a Budget. Determine how much it will cost to construct and maintain the park, including costs for grass, fences, garbage removal, lawn maintenance, drinking water, field drainage, lighting, benches, and a pooper-scooper station. All applicable permits should be obtained from the city or town.

Establish Rules.

- Owners are legally responsible for their dogs and any injuries caused by them.
- Puppies and dogs must be properly licensed, inoculated, and healthy.
- Animals should wear a collar and ID tags at all times.
- Owners must clean up after their dogs.
- Dogs showing aggression toward people or other animals will be removed from the park. Animals with a history of aggressive behavior will not be permitted to enter.
- Puppies using the park must be at least four months old.
- Owners should not leave their dogs unattended or allowed out of sight. If young

children are permitted in the dog park, they too should be supervised.

- Dogs in heat should not be allowed inside the park.
- Owners must carry a leash at all times. Dogs should be leashed before entering and leaving the park.
- Violators will be subject to removal from the park and loss of park privileges.

V. Aquatics

Every year millions of American visit swimming pools, beaches, rivers and lakes to participate in a wide variety of aquatic activities. Swimming and related activities are one of the most popular leisure-time activities in the United States. Unfortunately, due to this high level of activity, there has been a corresponding increase in drownings, injuries, and subsequent legal actions.

Many municipalities own and operate aquatics facilities. These may be outdoor or indoor swimming pools, or lakes, ponds, or beaches. The Connecticut Department of Public Health has issued a number of regulations pertaining to public swimming pools and bathing areas. These regulations, Section 19-13-B33b Public Pools, Section 19-13-B34 Artificial Bathing Places and Section 19-13-B36 Public Bathing Establishments are found in Appendix C.

Aquatic sites, both natural and man-made, should be analyzed from several different viewpoints with regard to safety and liability. Site design, construction of the facility, maintenance, daily operations, and supervision of the site should be part of the analysis. In addition to drowning and near-drownings, additional sources of injury include slips and falls, entrapments, marine and aquatic life, water-borne illnesses and exposure to pool chemicals. While it is impossible to completely eliminate the risk of injury or death, a full analysis of the exposures can greatly minimize that risk.

Supervision

A key element of any strong risk management program is supervision. The type of supervision should be adequate for the size of the facility, the number and type of users and activities, and prevailing environmental conditions. Patrons participating in high-risk activities, weak swimmers and those unable to swim, young children and individuals with physical or mental disabilities require higher levels of supervision.

The facility administrator or supervisor staff should be responsible for developing safe operating procedures, suitable emergency action plans, enacting and enforcing safety rules. They are also responsible for training staff and investigating all incidents. Training should include a mixture of classroom and hands-on simulated situational training.

Facilities

Public swimming pools, whirlpools, and spas come in all shapes and sizes, and present significant liability potential. Most community pools will have several designated areas; such as an infant/small child wading area (many times this area is a separate pool), non-swimmers shallow area, swimmers area (deep area) and diving area. The design of these facilities must meet the specifications of set forth in the *Connecticut Public Swimming Pool Design Guide published by the Connecticut Department of Public Health, January 2011.*

"Recreation pools sometimes have diving boards or platforms installed; if present, the municipality must ensure that the pool is properly designed for this activity."

Where the pool is used for competition, such as high school facilities, the dimensions of the pool should be reviewed. For competitive swimming and diving, there are a number of governing bodies. Each has promulgated its own set of rules and requirements. Competitive diving may include both springboard and platform. Where competitive diving is conducted, the pool dimensions are critical to protecting the participants. Depending under which organization the competition falls, the pool dimension requirements may be slightly different. The organizations' rules should be consulted to determine if the municipality's facility is adequate. There are a number of organizations that provide the pool dimensional criteria, including:

- The *Connecticut Public Swimming Pool Design Guide*.
- The Federation Internationale de Natation Amateur (FINA) – www.fina.org.
- USA Diving – www.usadiving.org.
- The National Collegiate Athletic Association (NCAA) – www.ncaa.org.
- The National Federation of State High School Associations (NFSHSA) – www.nfhs.org.

Types of Swimming Pools

There are a number of different classifications of swimming pools. In general, they can be classified as follows:

- Public outdoor recreation pools.
- Public indoor recreation pools.
- Competitive swimming facilities (both outdoor and indoor).
- Wading pools.
- Spray pools.
- Water flumes.
- Spas, whirlpools and hot tubs.

In order to reduce the chance of injury, all facilities and equipment should meet existing standards. All pool types listed above should meet the design requirements as set forth in the Connecticut Public Swimming Pool Design Guide. This document is available through the State of Connecticut Department of Public Health. Additional requirements can be found in the Code of Public Health Section 19-13-B33b, Public Swimming Pools, see Appendix C.

In addition to the requirements set forth by the State of Connecticut, other risk management best practices include:

- Developing formal safety rules and procedures.
- Implementing formal, large group orientations, particularly for young children and chaperones.
- Enforcing bather load limits.
- Ensuring all staff members are properly trained.
- Inspecting and maintain all equipment according to the manufacturers' recommendations. The frequency of inspections should be determined by the usage, age of equipment, and past incidents, and performed at least annually.
- Install supplementary, in-line disinfection equipment such as UV light or ozone
- Avoid co-filtered pools, all pools should be equipped with dedicated filtration equipment.
- Ensure adequate ventilation for indoor facilities.
- Provide adequate numbers of restrooms, diaper changing areas, and shower facilities.
- Secure equipment and chemical storage areas and maintain good housekeeping
- Secure facility when not in use.

"Spas have many of the same hazards as swimming pools; however, the state provides additional requirements."

Spas and Hot Tubs. Low water volumes combined with high temperatures and heavy bather loads make public hot tub operations a risk management challenge. In addition to the safeguards used with traditional pools, these best practices should be implemented:

- Frequent inspection and maintenance of recirculation and filtration equipment.
- Ensuring staff is properly trained.
- Enforcing bather load limits.
- Covering hot tubs when possible. Keep safety cover locked.
- Educating users in proper use of equipment.
- Preventing water temperature from exceeding 104 degrees F.
- Excluding children under 5 years of age.

In addition, depth markers for all public spas shall have a minimum of two depth markers indicating maximum water depth. These depth markers shall be located on the spa rim or deck immediately adjacent to the pool.

A precaution sign is to be mounted in a clearly visible location, adjacent to the spa. This precaution sign shall contain the following warnings:

CAUTION

(A) Elderly persons and those suffering from heart disease, diabetes, high or low blood pressure should not enter the spa.

(B) Unsupervised use by children is prohibited.

(C) Do not use while under the influence of alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquilizers.

(D) Do not use alone.

(E) Observe a reasonable time limit, (preferably not longer than 15 minutes) then shower, cool down and, if you wish, return for another brief stay. Long exposures may result in nausea, dizziness, or fainting.

Barriers and Fencing

All pools and spas should be protected by an appropriate barrier or fence to prevent unauthorized access. This barrier or fence is a critical risk management control. The major exposure is that of small children who do not know how to swim gaining access to the pool or spa, then falling in and drowning or becoming seriously injured. Drowning is the second leading cause of death in children aged 1 to 14 in the United States. The Connecticut Public Health Code requires that, "All outdoor pools shall be surrounded by a barrier which shall be a minimum of 4 feet high to discourage access by unauthorized persons. Entry gates shall be self-closing and self-latching. When the pool is not open for use, access to the pool shall be prevented." The Consumer Products Safety Commission (CPSC) offers the following criteria:

- Install a fence or other barrier, such as a wall, completely around the pool.
- The fence or other barrier should be at least 4 feet high. It should have no foot- or handholds that could help a young child to climb it.

"The Connecticut Public Health Code requires that, 'All outdoor pools shall be surrounded by a barrier which shall be a minimum of four (4) feet high to discourage access by unauthorized persons'."

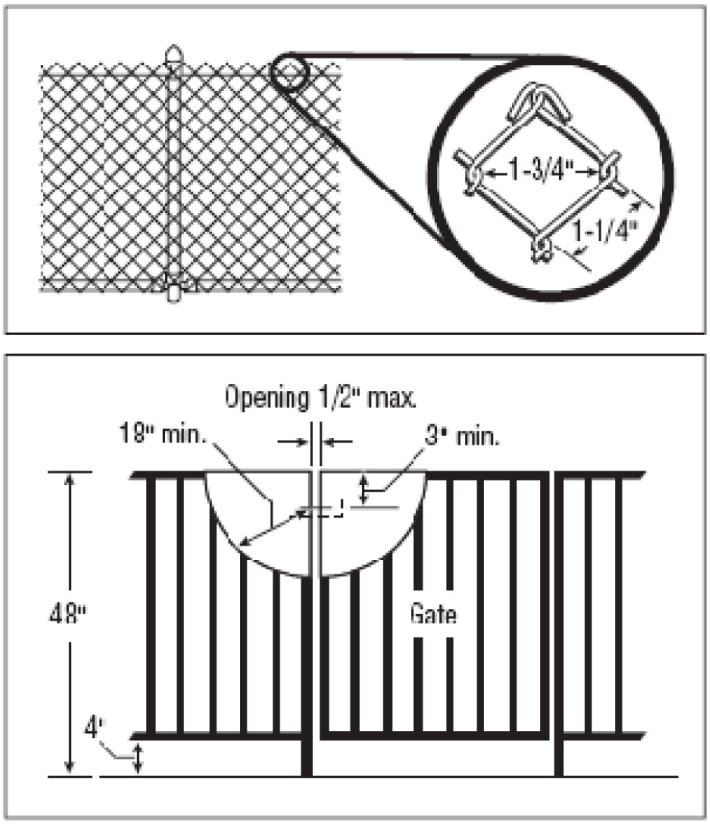


Figure 1. Use this as a guide when the release mechanism is located less than 54 inches from the bottom of the gate.

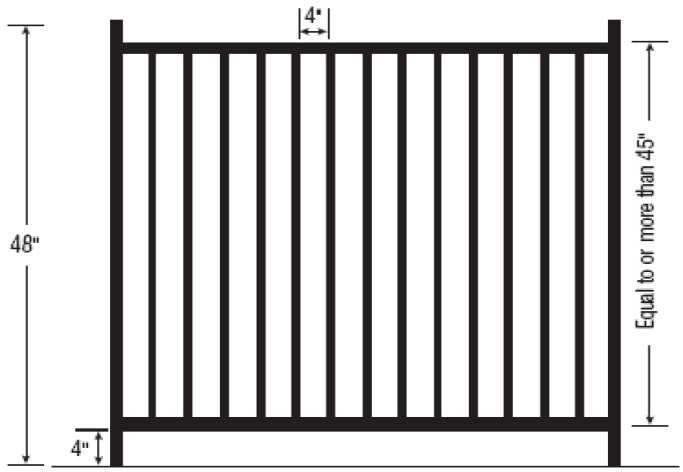


Figure 2. If horizontal members are equal to or more than 45 inches apart, vertical spacing shall not exceed 4 inches.

"If the swimming area is open for young children, the areas should be segregated between small children and older children and adults."

- Vertical fence slats should be less than 4 inches apart to prevent a child from squeezing through.
- If the fence is chain link, then no part of the diamond-shaped opening should be larger than 1 ¾ inches.
- Fence gates should be self-closing and self-latching. The gate should be well maintained to close and latch easily. (CIRMA recommends that the gate be tested from all positions to ensure that it will latch properly even if only open a very small amount). The latch should be out of a child's reach.

Designated Pool Areas and Design Criteria. Public pools that are open to different age groups and different levels of swimming abilities should have the pool divided into specific areas. The shallow and deep sections should be segregated. Generally, the dividing line is a rope between these areas. If there is a diving area, it too should be segregated by ropes and buoys. Wading or infant pools should be designated with appropriate signs.

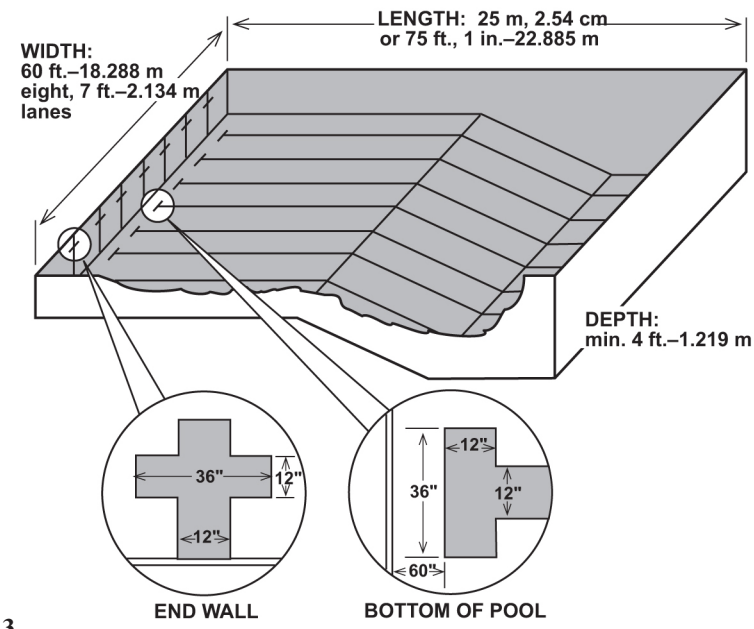


Figure 3.

Depth Markings. The Connecticut Public Health Code states, "Depth markers shall be provided on the pool rim at points of minimum and maximum depths, at all points where the floor changes slope, and at appropriate points in between. Depth markers at these points shall be visible from within the pool and while standing on the pool deck." Other references indicate that the minimum height of the depth markers should be 4 inches and that they should be placed on both the vertical sidewall of the pool and on the top of the pool deck or coping. Wading pools should be provided with a minimum of one depth marker on the pool rim on each side of the wading pool. Depth markers provide immediate information with regard to the shallow end versus the deep end of the pool.

Lifeguards. There is no requirement for public swimming pools to have lifeguards. However, if the facility is not provided lifeguards, the organization must provide warning signs that state, "Warning No Lifeguard on Duty," with legible letters, at least 4 inches high. Consider additional warnings that say "Swim at Your Own Risk." The warnings should be easily visible from all entry points into the pool area.

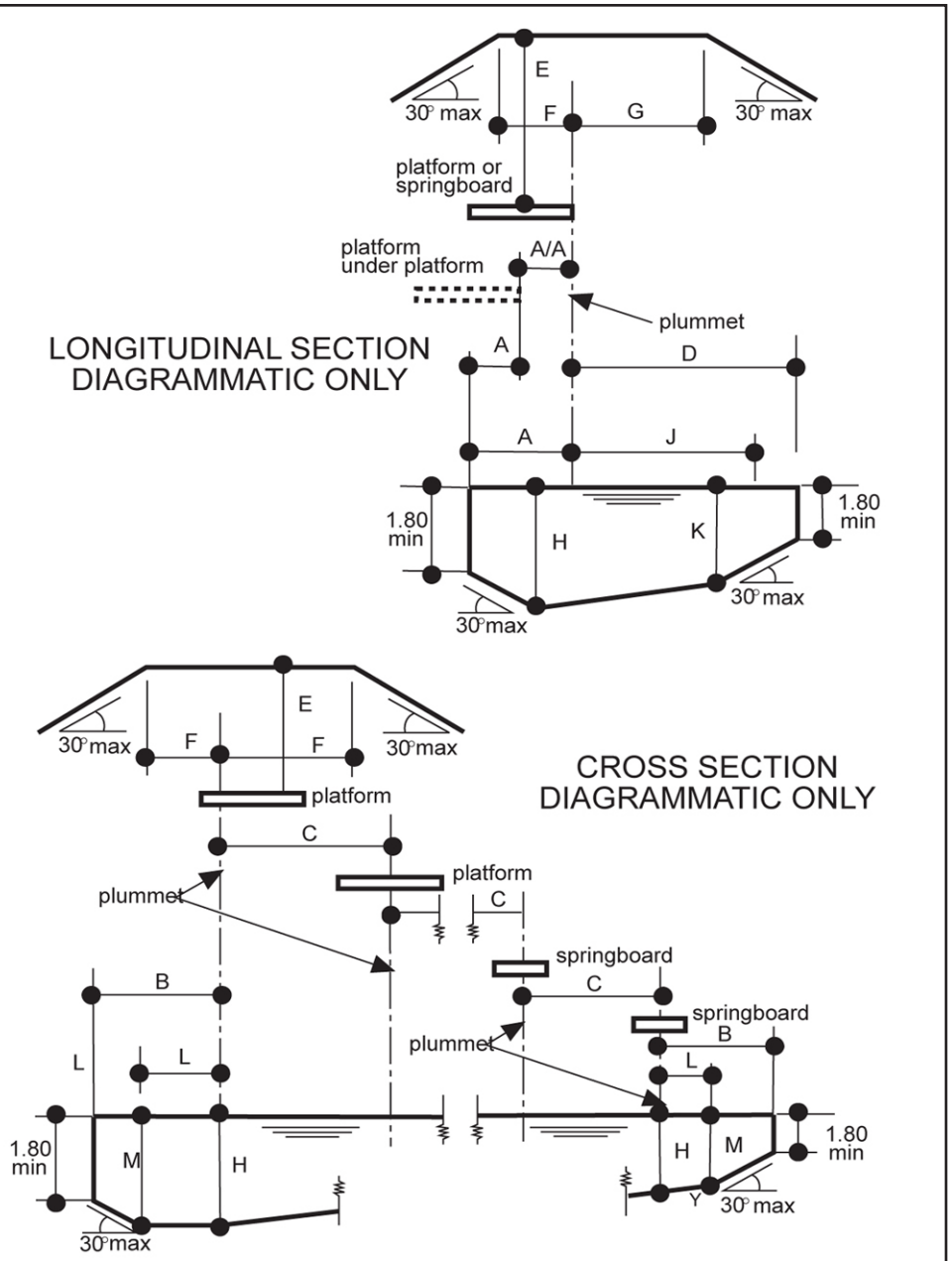


Figure 4.

"Regardless of the certifying body, the organization has the responsibility to ensure that the individual's life guard certification is current and appropriate for the position."

Where the organization has decided to provide lifeguards, there are several issues that should be addressed. First, lifeguards must be properly trained. To ensure that the training is adequate, the organization should require lifeguards to be certified by a recognized certifying organization. There are a number of certifying organizations, such as:

- The American Red Cross
- Jeff Ellis and Associates
- U.S. Lifesaving Association
- YMCA
- StarGuard (part of Starfish Aquatics Institute)
- National Aquatics Safety Company (NASCO)

Regardless of the certifying body, the pool owner has the responsibility to ensure that the individual's certification is current and appropriate for the position. Lifeguards should not only be trained in lifesaving techniques but also in basic first aid, Cardiopulmonary Resuscitation (CPR), and the use of Automatic Electronic Defibrillators (AEDs). Background checks should be made on lifeguards, which include, physical and visual screening, reference check, prior employer check (if any), criminal background check, and possibly motor vehicle records check. A comprehensive interview process should be implemented to provide information on the individual's demeanor and attitude toward the job. This process should be properly documented.

Lifeguards should be provided appropriate training regarding not only the technical skills associated with rescue, but also the interpersonal skills necessary to manage activities at the facility. Additionally, there are some training programs that are required by law (either state of OSHA). Examples include training on blood borne pathogens, hazard communication, and the use of personal protective equipment. Such training should be properly documented. The employer is also required to offer the hepatitis B vaccination series to employees to reduce the risk these bloodborne pathogens.

Water Quality Testing

The Connecticut Public Health Code provides the following requirements for water quality:

Pool Water Quality. Not more than fifteen per cent of the samples of pool water covering a consecutive period of one month or more shall either (1) yield more than two hundred bacterial colonies per milliliter, as determined by the standard (35 degrees C) agar plate count, or (2) show positive test (confirmed test) for coliform organisms in any of five 10-mL portions inoculated into fermentation tubes or contain more than 1.0 coliform colonies per 50 mL when the membrane filter test is used. All samples shall be collected, the residual disinfectant removed, and the examination conducted in accordance with the procedures outlined in the latest edition of "Standard Methods for the Examination of Water and Wastewater" (American Public Health Association, American Water Works Association, and Water Pollution Control Federation).

Pool Water Clarity. At all times when the pool is in use, the water shall be sufficiently clear to permit a secchi disc or a black disc six inches in diameter on a white field, placed on the bottom of the pool at the deepest point, to be clearly visible from the pool deck.

Pool Water Disinfection and Test Kits. Pool water shall be disinfected by an automatic disinfectant feeder which imparts a measurable residual at all times when the pool is in use. These chemical feeders shall comply with the standards of the National Sanitation Foundation or other standards approved commissioner of health services. When chlorine is used, a free chlorine residual of at least 0.8 mg/l as measured by an approved method listed in "Standard Methods for the Examination of Water and Wastewater" as described in subsection 3 above shall be maintained throughout the pool whenever it is open or in use. If cyanuric acid is used to stabilize the free available residual chlorine, or if chlorinated isocyanurate compounds are used, the concentration of cyanuric acid in the water shall not exceed 100 mg/l and a free available chlorine residual of at least 1.5 mg/l shall be maintained throughout the pool whenever it is

open or in use. If other halogens are used, residuals of equivalent disinfecting strength shall be maintained. Other disinfecting materials or methods may be used when they have been demonstrated to the commissioner to provide satisfactory disinfection. A test kit for measuring the concentration of the disinfectant, accurate within 0.1 mg/l shall be provided, at each pool. If the cyanuric acid or chlorinated isocyanurates are used, proper testing equipment for measuring cyanuric acid concentration shall be provided. Chemicals in test kits shall be replaced yearly unless shown to produce accurate test results.

Pool Water pH and Alkalinity. The pool water shall be maintained at a pH value of not less than 7.2 and not over 7.8. Testing equipment for measuring pH value shall be available at each pool. Caustic alkalinity shall not be present.

For Spa and Hot Tub Water Disinfection. When chlorine is used, a free available chlorine residual of at least 1.0 mg/l shall be maintained throughout the public spa whenever it is open or in use. If other halogens are used, residuals of equivalent disinfecting strength shall be maintained.

Records and Testing. A pool operation record including all test results shall be maintained on a daily basis by the pool operator. Immediately prior to the daily opening of the pool for use, tests shall be made to determine the amount of residual disinfectant and the pH. These tests shall be repeated at sufficient frequency during periods of bather use to assure that an adequate disinfectant level and pH value are maintained. Whenever tests indicate that an inadequate disinfectant level or inappropriate pH value is present, immediate action shall be taken to reestablish an appropriate disinfectant level and pH value.

Bodily Fluid Clean-up. The Connecticut Department of Public Health has published a recommended procedure for clean-up of fecal, vomit, and blood incidents in and around public swimming pools. This procedure is located in Appendix C.

Decks, Dressing Rooms, Toilet Rooms, and Shower Requirements. The Connecticut Public Health Code requires that dressing rooms, hallways, toilet rooms, shower rooms or other rooms to which patrons of pools have access should be kept clean, in good repair, and well ventilated at all times. The floors of the pool deck and all shower rooms and locker rooms should be treated with a 0.5% chlorine solution, or an equivalent fungicide, daily. Combs or brushes for common use should not be provided. All persons should bathe with warm water and soap before entering the pool. Warm water at a temperature of 90° F to 105° F, should be furnished at showers convenient to the pool. Adequate and convenient toilet facilities shall be available for the use of swimmers. Toilet, lavatory sink, and shower fixtures shall be maintained in proper repair so as to be available in ratios required by the Design Criteria in effect at the time of plan approval.

Lakes, Ponds, and Beaches

All of these areas present exposures for the public entity. The issues associated with swimming also apply to these types of facilities. The main difference is that most of these areas are not protected by barriers. Therefore, it is necessary to publish location rules and information. Some entities may have actual hours and dates of operation and control access when the area is closed. This can be done with fencing or by installing an access road gate that can be locked. Appropriate signs should be posted indicating the operating times and that access is prohibited when the fence or gates are not open.

"The risk management concerns associated with municipal swimming pools also apply to municipal lakes, ponds, and beaches, but there are some additional concerns."

As with swimming pools, swimming areas that do not have lifeguards should have appropriate signs that indicate, "Warning — No Lifeguard on Duty," with legible letters, at least four inches high. Consider additional warnings that indicate, "Swim at Your Own Risk." The warnings should be easily visible from all entry points into the swimming area. If the facilities will have lifeguards, the controls listed above apply. If lifeguards are employed, there should be a minimum of one lifeguard for every 100 yards of beach.

The Connecticut Department of Public Health has issued Guidelines for Monitoring Bathing Water and Closure Protocol. This document is available at the Connecticut Department of Public Health website. This document outlines a number of procedures to help protect swimmers and other facility patrons. These include:

- The local health department should inspect these facilities prior to the start of the season.
- Water samples should be collected and tested with the number of samples determined by the size of the beach area in question. Testing should be done at the start of the season and at least weekly thereafter.
- Designated beach personnel should physically inspect the beach area from the waterline to the parking area daily.
- A formal beach closing policy should be implemented according to DPH guidelines.
- Glass containers, fires, grills and alcoholic beverages should not be allowed on beaches.

Consult CIRMA's *Aquatics Best Practices Guide* for more information on Risk Management of aquatic environments.

Where aquatic facilities include other activities, such as fishing, boating, water skiing, windsurfing, or parasailing, controls should be established to ensure that the activities do not interfere with or create hazards for swimmers. Swimming areas should be designated by ropes, buoys and signs. Where power boats are permitted in the vicinity of the swimming area, appropriate “No Wake” signs should be posted.

VI. Playgrounds

Each year the nation's emergency rooms treat about 200,000 children, fifteen years old and younger for playground-related injuries. The American Academy of Orthopedic Surgeons estimates that 527,000 children are treated in hospitals, emergency rooms, doctors' offices, and ambulatory surgery centers annually. Approximately 45% of the injuries that take place are severe, such as fractures, concussions, and dislocations. By far, the most frequent playground injuries, approximately 75%, are the result of falls.

Public playgrounds are commonly located at elementary schools; but they are also located in public parks and in other public areas. The municipal owner has a responsibility to ensure that these facilities are safe for users. Although there are no mandated federal standards concerning playgrounds, there are advisory standards with which the municipality should be familiar. The two main sources are:

- The American Society for Testing and Materials (ASTM) standard F1487-07, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use; and
- The Consumer Products Safety Commission (CPSC), Pub. No.325, Public Playground Safety Handbook.

Although these are voluntary standards, some states have mandated their implementation. The State of Connecticut, Department of Consumer Protection regulation, Title 21a, chapter 416, section 21a-12a, makes it voluntary to present an annual training and education program on playground safety and accepted the CPSC guidelines—as voluntary rather than mandatory—with an effective date of January 1, 1997. If the public entity has playground facilities and is responsible for them, it should adopt a "standard of care." This standard of care should express to what extent either of these standards, or others, will apply. Since this exposure involves numerous types of equipment and various testing methods to determine their safety, an in-depth review of playground exposures is beyond the scope of this publication. Additional references should be consulted for specific situations.

However, several general subject areas are provided, including the following:

- Playground exposures.
- Priority-One hazards.
- Fall surfacing.
- Planning and design.
- Supervision.
- Installation.
- Maintenance.
- Risk Management plan.

Playground Exposures

There are numerous exposures that increase risk associated with playgrounds. They include any or all of the following:

- **Equipment.** The equipment itself poses numerous hazards, such as protrusions, entrapment, entanglement and projections. These issues are explained in both the ASTM and CPSC standards. The public entity should be familiar with these issues and how to mitigate or eliminate the hazard.
- **Sidewalks.** Sidewalks become a hazard usually when they are not properly maintained. If the playground is used at times when ice and snow can accumulate, then the appropriate and their timely removal and use of adequate ice melt is an exposure.

- **Vandalism.** Vandalism can be as innocuous as spray painted graffiti or as severe as significant physical damage to equipment and surroundings. Where equipment is damaged, continued use would create a potential for liability if a child were to become injured because of the damage.
- **Insects.** Insects, such as bees or wasps, create the potential for children as well as entity employees to be stung. If the person has an allergy to such stings, the situation can become a medical emergency.
- **Animals.** Animals can create issues with regard to fall areas. Animals can dig and damage fall surfacing areas as well as deposit feces. This creates a continual maintenance issue for the playground owner.
- **Parking.** Parking areas should be well designed and marked. If not properly designed, traffic patterns and parking spaces can contribute accident potentials.
- **Signage.** Appropriate signage can help to mitigate liability if it is properly designed and placed. On-going maintenance is also necessary.
- **Bullying.** Bullying is a growing issue in schools and other venues. Where bullying is known to take place on playgrounds, the owner may be required to implement programs to control this exposure.

Priority-One Hazards. Priority-One Hazards are defined as hazards that can cause life threatening or debilitating injuries to users. This is based on the following factors:

- The probability of user contact with the hazard.
- The probability that the user can have an accident as a result of contact with the hazard.
- The consequences that the injury will likely be severe.

There are several types of Priority-One hazards. They include the following:

- **Projections.** Hardware that extends outward from a surface of the playground equipment and must be tested to determine whether it is a protrusion or entanglement hazard.
- **Protrusions.** A projection which, when tested, is found to be a hazard having the potential to cause bodily injury to a user who impacts it, or whose clothing becomes entangled on it.

- **Entrapment.** Any condition that impedes withdrawal of a body or body part that has penetrated an opening.
- **Entanglement.** A condition in which the user's clothes or something around the user's neck becomes caught or entwined on a component of the playground equipment.
- **Inadequate surfacing.** Fall surfacing material is not an adequate depth to protect the user from injury if he/she falls from a height.

Fall Surfaces. As stated above, falls are the most frequent cause of playground injuries; accounting for approximately 75% of them. The majority of these are the result of falls to the surface. Therefore, probably the most important aspect of playground installation is the fall surface under and around equipment. Experience has shown that most playgrounds do not provide enough fall surfacing material to mitigate the fall hazard. The attached chart, from the CPSC Handbook, indicates the minimum depth requirements for different types of fall surfacing materials. Playground owners should ensure that their facilities conform to these published standards (see Table 1).

Table 1. Minimum Compressed Loose-Fill Surfacing Depths				
Inches	of	Loose Fill Material	Protects to	Fall Height (feet)
9		Shredded/recycled rubber		10
9		Sand		4
9		Pea gravel		5
9		Wood Mulch (non-CCA)		7
9		Wood Chips		10

Consumer Product Safety Council Handbook

Planning and Design

There are several key factors when determining the playground layout and design. They include the following:

- Selecting a site.
- Playground layout.
- Selecting equipment.

Selecting a Site. **Table 2** provides guidance on factors, such as foot traffic and, surprisingly, sun exposure, to use in playground planning. According to the American Academy of Dermatology, research indicates that one in five Americans will develop some form of skin cancer during their lifetime, and five or more sunburns double the risk of developing skin cancer. Using existing shade (for example, trees), designing play structures as a means of providing shading (elevated platforms with shaded space below), or creating more shade (manmade structures) are ways to design a playground that protects children's skin from the sun. When trees are used for shade, additional maintenance issues arise, such as the need for cleaning up debris and trimming limbs.

Table 2. Site Factor	Questions to Ask	If yes, then... Mediation
Travel patterns of children to and from the playground	Are there hazards in the way?	Clear hazards
Nearby accessible hazards such as roads with traffic, lakes, ponds, streams, drop-off/cliffs, etc.	Could a child inadvertently run into a nearby hazard? Could younger children easily wander off toward the hazard?	Provide a method to contain children within the playground. Eg. a dense hedge or fence. The method should allow observation by supervisors. If fences are used, they should conform to local building codes and/or ASTM F-2049.
Sun exposure	Is sun exposure sufficient to heat exposed bare metal slides, platforms, steps, & surfacing enough to burn children?	Bare metal slides, platforms, and steps should be shaded or located out of direct sun. Provide warnings that equipment and surfacing exposed to intense sun can burn.
	Will the children be exposed to the sun during the most intense part of the day?	Consider shading the playground or providing shaded areas nearby.
Slope and drainage	Will loose fill materials wash away during periods of heavy rain?	Consider proper drainage to prevent wash outs.

Playground Layout

There are several key factors to consider during playground layout:

- **Accessibility.** Equipment selection and location, along with the type of protective surfacing, are crucial to ensuring an opportunity for children with disabilities to play on the playground.
- **Age Appropriateness.** For playgrounds intended to serve children of all ages, the layout of pathways and the landscaping of the playground should show the distinct areas for the different age groups. The areas should be separated at least by a buffer zone, which could be an area with shrubs or benches. This separation and buffer zone will reduce the chance of injury from older, more active children running through areas filled with younger children with generally slower movement and reaction times. Equipment should also be age-appropriate (see **Table 3**).
- **Conflicting Activities.** The play area should be organized into different sections to prevent injuries caused by conflicting activities or children running between activities. Different types of equipment have different use zones that must be maintained. The CPSC offers the following recommendations:
  - Moving equipment, such as swings and merry-go-rounds, should be located toward a corner, side, or edge of the play area while ensuring that the appropriate use zones around the equipment are maintained.
  - Slide exits should be located in an uncongested area of the playground.
  - Use zones for moving equipment, such as swings and merry-go-rounds, and slide exits should not overlap the use zone of other equipment, regardless of height.
  - Adjacent components of composite play structures should be complementary.
- **Site Lines.** Playgrounds should be laid out to allow teachers, parents, or caregivers to keep track of children as they move throughout the playground environment. Visual barriers, such as benches, trees, shrubs etc. should be minimized as much as possible to permit viewing of the children and the equipment.
- **Signage or Labeling.** Signs or labels should be posted in the playground area or on the equipment. Signage should guide supervisors as to the age appropriateness of the equipment. Signs and labels on equipment can also warn of particular hazards.

Table 3. Examples of Age Appropriate Equipment

Toddler — Ages 6 to 23 Months	Preschool — Ages 2 to 5 Years	Grade School — Ages 5-12 Years
• Climbing equipment under 32 inches high • Ramps • Single fie step ladders • Slides* • Spiral slides less than 360° • Spring rockers • Stairways • Swings with full bucket seats ** See §5.3.6*	• Certain climbers** • Horizontal ladders less than or equal to 60" high for ages 4-5 • Merry-go-rounds • Ramps • Rung ladders • Single file step ladders • Slides* • Spiral slides up to 360° • Spring rockers • Stairways • Swings – belt, full bucket seats, (2-4 years) and rotating tire. *** See §5.3.2*	• Arch climbers** • Chain or cable walks • Free standing climbing events with flexible parts • Fulcrum seesaws • Ladders — Horizontal, rung, & step • Overhead rings • Merry-go-rounds • Ramps • Ring treks • Slides • Spiral slides with more than 360° turn • Stairways • Swings – belt and rotating tire • Track rides • Vertical sliding poles **** See §5.3.2.5*

Supervision

Not all playground equipment is appropriate for all ages. Supervisors should look for posted signs indicating the appropriate age for users. They should direct users to the appropriate equipment. Signs should also re-enforce playground rules and expected behaviors. Supervisors should also be aware of the presence of conflicting activities (use zones), and direct other users away from them during play.

Installation

Proper installation of playground equipment should be performed by a qualified individual or contractor with knowledge of all current ASTM and CPSC standards and be done according to the manufacturer's recommendations.

If the organization decides to engage a qualified contractor to install the equipment, liability can be controlled by employing good risk transfer techniques such as establishing a formal contract that requires the contractor to provide proof of adequate insurance, that includes hold-harmless or indemnity agreements favorable to the organization, and that outlines the legal responsibilities of the parties. Before signing such a document, the organization should have qualified legal counsel review the language in it. The contractor should be able to provide adequate references and be able to provide examples of his/her previous work.

After the equipment has been installed, before it is used, it should be thoroughly inspected by a qualified person to determine its adequacy from a construction and safety standpoint. Manufacturer's assembly and installation instructions and other materials associated with the playground (such as site plan, ancillary equipment, etc.) should be retained in a permanent file.

Inspection and Maintenance

- **Inspection.** The municipality should establish a formal program for inspecting and maintaining the playground equipment. Inspections should not only include criteria for the condition of the equipment, but also for safety aspects. The ASTM and CPSC have established inspection procedures that identify hazards associated with falls (fall surfacing, handrail/guardrail requirements), protrusion hazards, entrapment hazards and entanglement hazards. Specifically designed test equipment has been developed to test for the above issues. When tested, equipment that does not meet the established safety standard should be repaired or replaced. The National Playground Safety Institute provides a certification program for inspectors of playground equipment. The owner of the playground(s) should establish documented inspection and maintenance procedures that conform to the requirements of the standards listed above or any local standards that have been developed.
- **Maintenance.** The condition of the equipment will, in many cases, determine the extent of liability if someone is hurt while using it. Frequently, playground equipment is donated by groups or organizations and is constructed of materials that are nonstandard. If wood is used, it can deteriorate over time and become rotted and hazardous. Pressure treated lumber has certain chemical properties that can leach out and create exposures for users, especially young children.

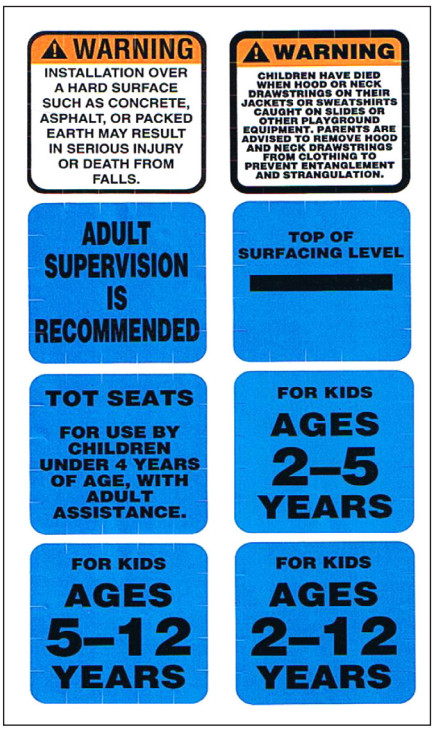
  Generally, reputable equipment manufacturers follow the existing guidelines published by ASTM and CPSC. However, these guidelines can change, then the equipment may need to be updated. Metal parts can rust and be compromised, plastic parts can be exposed to sunlight and become brittle, and wood can become dry and be susceptible to insects, which can compromise the structure. Certain protective coatings also present hazards. Specifically, lead-based paint can be harmful to children if ingested. The overall condition of the equipment is something that the municipality will need to address on a regular basis. Where maintenance issues arise, they should be corrected as soon as possible, or the equipment should be removed from service until the issue can be addressed.

Risk Management Plan

The organization should establish a formal playground risk management plan that includes the following:

- **Complete self-assessment.** Review all of the playground facilities to determine if they meet the established standard of care which has been established (ASTM, CPSC, etc.). See Appendix C in this guide.
- **Conduct on-site visits to identify and evaluate risks.** This can be done by conducting formal inspections or informal assessments. Through this process, identify what risks exist in the facilities. Pay particular attention to Priority-One Hazards. Prioritize the elimination or mitigation of the identified risks. Correct the Priority-One Hazards immediately or remove the equipment from service until they can be addressed.
- **Monitor the process; ensure corrective action.** Ensure that identified risks have been addressed in a timely and effective manner. It is not enough to identify the risk; the organization has to address it. Where hazards are identified, but not corrected, the organization's liability potential increases significantly.
- **Investigate incidents.** When incidents happen, even seemingly minor ones, the organization should formally investigate to determine the root cause(s). This process can uncover issues that may not only be at one location, but could be more systemic throughout the entire playground system. Identifying and correcting the situation at one location may also lead to the same process at other locations that have similar exposures.
- **Documentation.** It is critical that the entity document what it does regarding playground exposures. Examples of documentation include:
  - All documents related to the site design, equipment, and installation. Design plans, equipment manufacturer's information and installation instructions and actual installation procedures should be documented.
  - Contracts with third parties, such as designers and installation contractors, should be kept on file.
  - Inspection and maintenance documents should be formalized and kept on file. Formal inspection documents should include the date of the inspection, the location, who performed the inspection, and any identified issues. Corrective action should also be similarly documented, with the date, what corrective action was implemented and who did it. Any equipment changes should also be documented.
  - Incident investigations should be completed and retained on file. Where corrective action was implemented as a result of an incident, this should be documented as indicated above.

When playgrounds are properly designed, installed, inspected, and maintained according to established standards, they provide an excellent opportunity for children to grow and develop. Public entities should be aware of the risks associated with these facilities and develop plans to address them so they can be enjoyed by all users.



VII. Emergency Action Plans

"The municipality should have formal, written policies and procedures in place that indicate when to call for medical assistance. The procedures should list contact information, such as phone numbers, addresses, etc. for emergency medical services."

Don't assume personnel will know what to do or that they will use common sense in an emergency. Even minor problems, such as a bee sting or minor equipment damage, can escalate to an emergency if personnel are not prepared. Worst, serious occurrences such as fires, bomb threats, or criminal activity can quickly escalate into a crisis with catastrophic consequences if not dealt with quickly and effectively. If there is no specific response plan in place, personnel may be caught off-guard, unprepared, or unable to respond in a calm, appropriate, and timely manner.

An emergency action plan should be developed and implemented for all park and recreational facilities. The plan should be documented and staff should be trained on it. The emergency action plan:

- Must be tailored specifically for each separate facility within the organization.
- Should incorporate key aspects of the facility into the plan itself, including the nature and location of the program or plan, the program participants and staff, the expected response time of local emergency personnel, and the facility and equipment present at each location.

To develop a plan, first assemble a planning team whose responsibility is to identify possible general and medical emergencies that may arise. The team may consist of staff, local first responders, risk management personnel, or parents.

Once the potential emergency situations are identified, the team will develop procedures to address each situation. These procedures should be comprehensive and practical, and address affected personnel, participants, spectators and visitors, property and equipment.

Facility Evacuation Procedures

Municipalities should develop procedures for evacuating structures in the event of a fire or other emergency. Formal evacuation diagrams should be posted indicating the route to take to exit the building or structure. The procedures should ensure that elevators are not used and that stairways are taken to exit the structure. A designated assembly area should be identified and participants should be directed to assemble at that location. In selecting this location, ensure that it is far enough away from the structure to be safe from any hazards associated with the building or structure. Supervisory staff should have a formal process of securing a head count prior to engaging in any activity.

If the premises must be evacuated, supervisors should make a confirming head count to determine if all participants have been accounted for. As soon as the evacuation order has been given, supervisors should confirm that the appropriate authorities have been notified. If anyone is not accounted for, the authorities should be immediately notified. Provide as much information as possible, with regard to a description of the missing, what they were wearing and where they were last seen.

Medical Response

Depending on the situation, it may become necessary to contact emergency medical services. Examples when emergency medical care should be called include football players being overcome by heat, or a player suffering a concussion after a collision on a soccer field. The municipality should have formal, written policies and procedures in place that indicate when to call for medical assistance. The procedures should list contact information, such as phone numbers, addresses, etc. for emergency medical services. In determining when to notify medical services, the policies and procedures should always err on the conservative side— if there is any question as to whether medical services should be called, always call. If it proves to have been unnecessary, that is better than having the situation escalate to a very serious, preventable injury.

Supervisory personnel, coaches, assistants, and even volunteers may need to have formal first aid training, including CPR and the use of AEDs. Ensure that certifications are current. Retraining should be mandated as required to maintain certification. The plan

should also assign responsibility for the maintenance and inspection of this equipment to a designated individual(s).

Some activities should require that the participants be cleared by a medical professional prior to participating. Most organized sports participation will require it. Additionally, the participants should be required to provide any pertinent medical information, such as allergies (especially to insect bites, such as bee stings, or to specific foods), any chronic conditions that require medication (such as diabetes), or other conditions that could be affected by the activity. Supervisors should be aware of these issues and be prepared to address them in an emergency.

Any situation that requires emergency medical services should require a prompt notification of the participant's parents or guardians. Parents or guardians should be required to sign waivers, which permit the provider to administer first aid or to contact medical services in the event that it becomes necessary. All medical information should be treated as confidential and only those individuals who have a need to know should be permitted to have the information.

"Each emergency plan should identify who makes what phone calls and in what order. All personnel should be given clear instruction regarding the location and use of communications equipment."

Communication Plan

Each emergency plan should identify who makes what phone calls and in what order. All personnel should be given clear instruction regarding the location and use of communications equipment. The location of phones, radios, emergency alarms and other related equipment should be included on the facilities diagram.

Regulatory Issues

Bloodborne Pathogens. OSHA's Bloodborne Pathogens Standard (1910.1030) applies to employees who have occupational exposure (reasonably anticipated job-related contact with blood or other potentially infectious materials). The three most common blood borne pathogens (BBPs) are human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). In order to limit the potential for liability in emergencies involving blood or other potentially infection materials, the organization should address this issue within its emergency action plans. The minimum requirements of the OSHA standard include:

- Exposure Control Plan,
- Identify job classifications, tasks, and procedures where there is occupational exposure.
- Establish a written Exposure Control Plan and make it available to employees. Review and update it annually.

Safety Devices

- Evaluate medical devices with engineered sharps injury protections (safety devices).
- Use appropriate, effective, and commercially available safety devices.
- Involve front line employees in the evaluation and selection process.
- Document the evaluation and selection of safety devices annually.

Hepatitis B Vaccination

Offer free hepatitis B vaccinations to all employees with occupational exposure to blood or other potentially infectious materials (OPIM).

Other Controls:

- Ensure that employees comply with Universal Precautions.
- Use engineering and work practice controls to eliminate or minimize employee exposure.
- Provide and ensure the use of appropriate personal protective equipment, such as gloves, gowns, lab coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

- Ensure that contaminated sharps are disposed of in proper sharps disposal containers.

Post-Exposure Incident Procedures

- Establish a procedure for post-exposure evaluation and follow-up.
- Document the route of exposure and other circumstances. Identify the source individual where feasible.
- Offer post-exposure medical evaluation by a healthcare professional at no cost to employees.
- Test the source individual's blood for BBPs where possible, and test the exposed employee's blood after consent is obtained.
- Ensure the provision of post-exposure medication when medically indicated and as recommended by the Department of Health & Human Services.

Training. Train occupationally exposed employees at initial assignment and at least annually by a knowledgeable person.

VIII. Security

Supervision of children, the elderly, or those with physical or mental disabilities is a common activity for Parks and Recreation managers. Most entities offer a wide range of programs and activities for both children and adults in these protected classes. The number and range of these activities places these participants at increased risk of being subject to predatory practices by employees, coaches, counselors, supervisors, volunteers, or other participants. It is up to each individual municipality and organization to design and implement specific procedures and policies to protect all participants. Harm to participants can take a number of forms. These forms include:

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional abuse

Definition of Abuse

The Federal Child Abuse Prevention and Treatment Act (CAPTA), (42 U.S.C.A. §5106g), which has been amended by the Keeping Families Safe Act of 2003, defines child abuse and neglect as, at a minimum,

- Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation;

- or -

- An act or failure to act that presents an imminent risk of serious harm (National Clearinghouse on Child Abuse and Neglect Information 2004).

The State of Connecticut has defined *Physical Abuse* (Gen. Stat. § 46b-120) as:

A child or youth who:

- Has been inflicted with physical injury or injuries by other than accidental means.
- Has injuries that are at variance with the history given of them.
- Is in a condition that is the result of maltreatment, that includes, but is not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

The State of Connecticut has defined *Neglect* (Gen. Stat. § 46b-120) as:

A child or youth who:

- Has been abandoned.
- Is being denied proper care and attention physically, educationally, emotionally, or morally.
- Is being permitted to live under conditions, circumstances, or associations injurious to the well-being of the child or youth.
- Has been abused.

In order to reduce the likelihood of abuse and/or neglect within your organization, these best practice guidelines should be followed.

1. Develop and implement a Safety Plan to protect at risk individuals.
2. Utilize proper screening practices for employees and volunteers.
3. Establish guidelines on interactions between individuals.
4. Monitor behaviors.
5. Ensure a safe environment.
6. Provide suitable training for all employees and volunteers.
7. Develop and implement reporting and investigation procedures.

"Screening for abuse prevention should be integrated into the hiring process for both paid staff and volunteers."

Developing a Program

Keeping people reasonably safe in sport and recreational activities is always the right thing to do. This simple idea is a key component in properly managing the organization's liability exposures. Like all other organizational policies, the Safety Plan should reflect the overall mission statement for the entity. It should fit well with the goals and ideals by which the agency plans its operations and measures its performance.

The written safety plan should set clear and realistic goals and performance expectations for all staff and volunteers. Responsibility for the program should be given to a specific individual or individuals. All previously mentioned best practice guidelines should be addressed within the program or referenced to other programs where there may be overlap. The program should be reviewed at least annually or as any program deficiencies are determined. All staff training should include the provisions within the agency's program.

Screening Prospective Employees and Volunteers

Screening for abuse prevention should be integrated into the hiring process for both paid staff and volunteers. Fully completed, written applications, interviews, reference checks and internet searches can also provide important information and aid in the selection process.

Conducting criminal background checks is a tricky area and should be implemented only after consultation with appropriate legal counsel. Care should be taken not to rely solely on background checks. A properly executed screening program as outlined in Chapter 2 of this guide can also provide useful information on all prospective employees and volunteers.

Before implementing a background check system, consider what level of background check is to be performed. Will the query be limited to state and county or expanded to include national and/or international databases? Other considerations include whether to include social security number verification, credit checks, address trace and review of the sex offender registry. General Internet searches can also be a source of useful information in regards to applicant screening.

Written criteria should be developed to determine the suitability of applicants. Common criteria used to disqualify applicants include:

- All sex-based offenses,
- All felony offenses involving sex, violence and/or drugs and alcohol,
- All misdemeanors involving violence, drugs and alcohol with the past five to ten years.

The use of objective criteria will help to prevent charges of unfair hiring practices. Finally, be sure to consult with an attorney to ensure that all policies meet the requirements of Title VII of the Civil Rights Act, the Fair Credit Reporting Act, and other state or federal laws.

Background screening takes time and financial resources to conduct. In general, a full background check takes at least ten business days to complete. The cost of these checks will vary by the vendor used and level of assessment performed. Because of the time and expense incurred by performing background checks, this part of the screening process should be performed last and only on those who have met all the other requirements of the job posting.

Once the check has been completed, all of the information should be kept confidential. Copies of the report should be stored in a secure area with access limited to authorized personnel only. Record disposal should be accomplished in such a manner as to prevent access by unauthorized personnel.

Once an employment decision has made, those who are disqualified due to a failed background check need to be notified of the decision in writing. In addition to the disqualification letter, a copy of the Fair Credit Reporting Act and a copy of the report should be given to the individual.

Supervision

Good screening practices for prospective employees and volunteers is critical, however, the program should not end there. The overall Safety Plan should include sections to give guidance on:

Ratio of employees and volunteers to participants

- Based on age and developmental level of participants.
- Risk of activity.
- Location of activity.

There are no standard ratios for supervision for all situations. Consideration should be given to both the age and developmental level of the participants and the employees/volunteers. Activities that have a higher risk factor also require greater levels of supervision. Finally, the location of an activity can affect the required level of supervision. For example, a classroom type setting is easier to monitor than an outdoor park location that may be spread out. As with all aspects of the safety program, the level of supervision should be monitored and adjustments made as needed.

Limit or prevent one-on-one activity. The goal of limiting one on one interactions is to prevent the isolation of individuals. These types of interactions can elevate the risk for all involved. At least two adults should be present at all times and the policy should be mandatory. If one on one situations are unavoidable, extra care should be exercised during the screening process and additional monitoring may be required.

Monitor interactions between participants.

- Provide adequate supervision at all times.
- Limit or restrict opportunities for one on one interaction between participants.
- Develop and maintain policies on bullying, sexual harassment, hazing, etc.

The easiest way to monitor interactions between employees, volunteers and participants is to provide adequate levels of supervision. The overall Safety Plan should spell out what are appropriate versus inappropriate interactions between individuals. TheSafety Plan should be consistent with other policies including sexual harassment, bullying, hazing. Finally, the employees and volunteers can be consulted as to what constitutes comfortable levels of interaction for all involved.

"The Federal Child Abuse Prevention and Treatment Act (CAPTA) Child abuse and neglect as, at a minimum: Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation."

Incident Reporting and Investigation

- Investigate all allegations.
- Document all investigations and outcomes.
- Discipline and/or remove individuals as needed.

All allegations of inappropriate behavior should be fully investigated as soon as possible. Ideally, a single individual should be identified with the program to oversee all investigations. Clear reporting guidelines should be established throughout the organization. When allegations are made, a determination should be made as to whether the incident in question involves inappropriate behavior that can handled through internal disciplinary procedures, or is of a more serious nature that requires reporting to an outside agency. Legal counsel should be consulted during the procedure development phase and can be used as a resource should questions arise at a later date.

Training and Record Keeping

All employees and volunteers should be trained to the standards set forth in the organizations policies and procedures. A regular training schedule should be established. Refresher training should be done annually or whenever the policies and procedures are updated. All training should be evaluated for effectiveness and documented.

Good record keeping practices should be developed and implemented. All training should be documented. Likewise, all incident investigations and outcomes should be documented and remain on file indefinitely.

Parent Notification and Pick Up

When participants engage in activities that take place after school or off site, the provider should establish rules and procedures for parents or guardians to pick up their children after the activity. The parents or guardians should provide a list of persons who are authorized to pick up the child. This could include the spouse, grandparents, or other designated responsible party. The provider should require the parents or guardians to provide specific information to ensure that the authorized persons are who they say they are. At the very least a picture ID should be required, but additional controls, such as signatures, or provider-issued identification cards may be appropriate. These controls are designed to prevent unauthorized individuals from picking up the child. Such individuals may wish to harm the child or may be an ex-spouse who wishes to create problems.

Appendices

A. Sample Policies, Agreements, and Forms:
Sample Hold-Harmless and Indemnification Agreement A1
Sample Informed Consent Agreement for Administration of Medication A2
Sample Waiver, Hold-Harmless Agreement, and Release of Liability Form A3
Sample Maintenance Policy A4
Sample Facilities Use Policy A5

B. Sample Forms, Signage and Information for Skate Parks:
Sample Waiver, Hold , Hold-Harmless Agreement, and Release of Liability B1
Skate Park Registration Form B3
Skate Park Warning Sign Samples B4
Further Information B5
Additional Resources B6

C. Connecticut Department of Health Regulations for Pools:
Section 19-13-B33b Public Pools C1
Section 19-13-B34 Artificial Bathing Place C6
Section 19-13-B36 Public Bathing Establishments C7
Connecticut Department of Health Clean up of Fecal, Blood, and Vomit, Incidents C8

D. NCAA Recommended Dimensions for Diving Facilities D1

E. CIRMA Parks & Recreation Self-Assessment E1

F. Additional Resources F1

Appendix A. Sample Policies, Agreements and Forms

Sample Hold-Harmless and Indemnification Agreement

The Contractor shall fully indemnify, defend and hold harmless the Town/City of _____ and/or the _____Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the Contractor, and even if caused by the negligence of the Town/City and/or the

Board of Education or any of their officers, employees, agents, servants and volunteers. This obligation

shall further apply to:

(1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this contract, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the Contractor or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the contractor is in privity of oral or written contract (collectively "Contractor Parties");

(2) liabilities arising, directly or indirectly, in whole or in part, in connection with this contract, out of the Contractor's or Contractor Parties' Acts concerning its or their duties and obligations as set forth in this contract, and;

(3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, workers' compensation, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the Contractor or any Contractor's Parties.

The Contractor hereby covenants and agrees that the Town/City and/or the Board of Education shall be endorsed on the Contractor's policies of insurance as additional insured. The Contractor hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of liability as shown in this Section under Paragraph A containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town/City and/or Board of Education or any of their officers, employees, agents, servants and volunteers. The Contractor hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the Contractor's insurance is primary and any insurance obtained, or self insurance provided, by the Town/City and/or Board of Education is excess.

The Contractor's insurance carrier will waive all rights of subrogation against the Town/City and/or Board of Education, and all of their respective officers, employees, agents, servants and volunteers. The Contractor hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

Sample Informed Consent Agreement for Administration of Medication

The administration of medications to any child shall comply with all requirements regarding the Administration of Medications described in the Connecticut State Statutes and Regulations. Any parent(s)/guardian(s) requesting medication administration for their child while at school shall provide the _____Board of Education with the appropriate written authorization(s) and the medication prior to any medications being administered. Any and all medications must be in the original container(s) and labeled with the child's name, name of medication, directions for medication's administration and date of the prescription. All unused medication shall be destroyed if not picked up within one week following termination of order, expiration date or from the last day of the school year.

Authorized Prescriber's Order (M.D., Dentist, P.A., A.P.R.N.): Today's Date_____

Name of Child_____Date of Birth_____

Medication Name_____Is this a controlled medication YES / NO

Dosage_____Method_____

Times(s) of Administration_____Start Date_____Stop Date_____

Specific Instructions, if any_____

Is this medication to be self-administered by the child? YES / NO

Relevant side effects of medication_____

Plan of management for side effects_____

Allergies, reaction to, or negative interaction with food or drugs? YES / NO (If YES, list below)

_____

Prescriber's Name_____Phone#_____

Prescriber's Full Address_____

Prescriber's Signature_____Date_____

AUTHORIZATION BY PARENT(S)/GUARDIAN(S) FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION

Name of Child's School_____Today's Date_____

I herby request that medication be administered to my child_____, as described and directed above.

Parent/Guardian Name_____Relationship to child_____

Full Address (No., Street, Town, ZIP)_____

Home Phone_____Work Phone_____Cell/Pager_____

Parent(s) / Guardian(s) Signature_____

Sample Waiver, Hold-Harmless Agreement and Release of Liability Form

In consideration for the privilege of participating in [ ] at [ ], the undersigned hereby agrees that:

1. I understand that there are inherent risks involved in[ ], including the risk of serious physical injury or death and I FULLY ASSUME ALL RISKS ASSOCIATED WITH [ ], EVEN IF DUE TO THE NEGLIGENCE OF [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES, including but not limited to: [Describe unique hazards or risks here, e.g. Variations in the snow conditions, steepness and terrain; the presence of ice, moguls, bare spots and objects beneath the snowtubing surface such as rocks, debris and tree stumps; collisions with objects both on and off the snowtubing chutes such as hay bales, trees, rocks, snowmaking equipment, barriers, lift cables and equipment, lift towers, lift attendants, employees, volunteers, other patrons and spectators; equipment failure; lack of safety devices or inadequate safety devices; lack of warnings or inadequate warnings; lack of instructions or inadequate instructions; and the like.] I, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES from any and all claims, suits or demands by anyone arising from my use of the [ ] facilities and equipment INCLUDING CLAIMS OF NEGLIGENCE ON THE PART OF [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES.

2. I, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, HEREBY RELEASE, AND AGREE THAT I WILL NOT SUE [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES for money damages for personal injury sustained by me while using the [ ] facilities and equipment EVEN IF DUE TO THE NEGLIGENCE OF [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES. I HAVE READ THIS WAIVER, HOLD HARMLESS AGREEMENT AND RELEASE OF LIABILITY AND FULLY UNDERSTAND ITS TERMS. I FURTHER UNDERSTAND THAT BY SIGNING THIS AGREEMENT THAT I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS. I HAVE NOT BEEN INDUCED TO SIGN THIS AGREEMENT BY ANY PROMISE OR REPRESENTATION, AND I SIGN IT VOLUNTARILY AND OF MY OWN FREE WILL.

_____	_____	_____
Participant Signature	*Participant's Printed Name*	*Date*

CONSENT OF PARENT OR GUARDIAN

This is to certify that I, as parent or guardian with legal responsibility for this participant, do hereby consent and agree to his or her release as set forth above, and for myself, my heirs, assigns, successors, executors, administrators, and legal representatives, AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS [ ] AND THEIR AGENTS, SERVANTS OR EMPLOYEES from any and all claims, suits or demands by anyone arising from said participant's use of the [ ] facilities and equipment INCLUDING CLAIMS OF NEGLIGENCE ON THE PART OF [ ], AND THEIR AGENTS, SERVANTS OR EMPLOYEES.

_____	_____	_____
Participant Signature	*Participant's Printed Name*	*Date*

Sample Maintenance Policy

Town of _____ Playground Maintenance Policy
The Town of _____ has the responsibility for inspection, maintenance and repair of all playgrounds on town and school property in _____.

The timing and necessity of inspections, maintenance and repair of playgrounds will be at the judgment and discretion of the (maintenance director or similar) and/or his/her designee(s).

Adult users/supervisors are encouraged to report safety and maintenance concerns to the _____ Department as soon as possible.

The _____ Department will strive to review promptly, reports of maintenance issues that are submitted.

Sample Facilities Use Policy

Use of Facilities

1. PHILOSOPHY
The Town of {Town Name} believes the recreational facilities belong to the people of {Town Name}. Funds that establish, maintain and operate these facilities are largely provided by local taxes. The {Town Name / Recreation Department} accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities. The {Recreation Director} or designee shall have the authority to deny the use of facilities for such activities that are judged inappropriate.

2. TYPES OF ACTIVITIES NOT TO BE PERMITTED
1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose in conflict with municipal activities.
4. Commercial advertising.
5. Fund-raising campaigns except as permitted by {Town Name} policy or by special action of the Board of Selectman.
6. Activities which are discriminatory in nature or promotes discrimination or other illegal activity.

3. CONDITIONS APPLICABLE TO ALL GROUPS
1. Use of the facilities is not to interfere with the municipal programs.
2. Use of the facilities must be within the hours of regular custodial service. Nonpaying groups only.
3. Use of facilities by nonpaying groups will not create unreasonable additional supervisory or custodial requirements. These groups may be required to provide and/or pay for supervisory coverage.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. If required, all groups will set up and reset the facilities for school use.
5. Organizations will provide a Certificate of Insurance to free the Town of {Town Name} and the Board of Education from all liability.
6. Requested use of a facility is for a period not to exceed one year. Users may reapply annually.
7. Project Adventure equipment is not available for use by outside groups.
8. Fitness equipment at all facilities is not available for use by outside groups.

4. PRIORITY FOR USE OF FACILITIES SHALL BE GIVEN IN THE FOLLOWING ORDER
A. Municipal functions
B. Municipal affiliated functions
C. Official bodies and agencies of {Town Name}
D. Town-based recognized national groups primarily interested in serving children such as Boy Scouts, Girl Scouts, 4-H Clubs, etc.
E. Other town-based social, civic, educational and religious groups which have concern for the welfare of children and adults in the community.
F. Town-based non-profit making groups charging a fee.
G. Town-based profit making groups charging a fee.
H. Out of town organizations.

It is important for individuals or organizations requesting use of facilities to read the regulations for the {Town Name} Policy: Use of Facilities.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: 10/18/94 {Town Name} Recreation Department
Revised: 11/18/03 {Town Name}, Connecticut

1. RULES FOR USE The use of municipal buildings, grounds equipment and facilities will be authorized by the {Recreation Director} or designee in conformity with the following regulations governing their use as approved by the Board of Selectman.

1. Application forms for the use of facilities must be presented to the {Recreation Director} at least 14 days prior to the date of use.
2. The use of facilities for municipal departments have precedence over all others. Requests for recreational facilities for recreational programs must be cleared with the {Recreation Director} or designee, should the nature of the request so justify.
3. The following users shall not be charged a rental fee or custodial fee during the hours of 3:00 PM and 10:00 PM on regularly scheduled school days:
   A. School affairs sanctioned by the Board of Education
   B. PTA/PTO and other school related meetings
   C. Municipal agencies, boards and commissions of the town
   D. Local non-profit organizations

Where additional staffing or significant extra cleaning is required or when use extends beyond 10:00 PM, custodial fees shall be charged to all users at a rate established by the {Town Name}.

All users shall pay both the rental fee and custodial fee for use of facilities on Saturdays, Sundays and holidays.

4. All activities must be under competent adult supervision approved by the {Director / Supervisor} of the building involved. In all cases, an assigned town employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the {Recreation Director / Facilities supervisor} or designee.
6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
7. The following activities are prohibited:
   A. Use of municipal property to individuals or organizations whose activities are of a subversive nature.
   B. There is to be no smoking in the buildings.
   C. Use of buildings for games of chance.
   D. Use of buildings for holding card parties and public dances, except when plans have been approved by the {Recreation Director / Building Supervisor}.

Use of Facilities

   E. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.
   F. The opening of the building when the building is normally closed, unless a responsible custodian is provided.
   G. Use for activities which engender racial or religious prejudices or which are inimical to democracy.
   H. The use of alcoholic beverages.

8. The {Town Name} will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
9. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the {Town Name}.
10. The Board of Selectman will approve and periodically review a fee schedule for use of facilities.
11. In situations where there is no cost factor, or in situations where a mutual exchange of facilities is possible between the {Town Name} and the organization, fees may be modified or eliminated by the {Recreation Director}. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. .The {Town Name} reserves the right to revoke permission for use previously granted.
13. An admission charge requires prior contact with the Police Department.

2. SPECIFIC REGULATIONS

The following regulations pertain to the use of facilities.

1. The users must accept full responsibility for the premises as stated on the application form.
2. All users charged a fee for facility use shall provide all necessary insurance coverage including liability and damage insurance in an amount equal to that carried by the Town of _____. At the time of application, the user must supply a certificate of proof of liability insurance for the dates and times the facility is to be used.
3. The users shall pay promptly any loss or damage occurring during the use period. Unresolved damage claims will result in denial of future use requests and/or immediate termination of current usage.

Use of Facilities

4. Storage of property on the site, belonging to non-municipal organizations, is the responsibility of the user. Any storage on the site must be by special written permission from the {Recreation Director / Building Supervisor}. All storage is to be done with the direction of the {Recreation Director / Building Supervisor} or designee in accordance with the direction of the Fire Marshall.
5. The {Recreation Director / Building Supervisor} or designee will direct all moving of furniture if any moving of furniture is required.
6. Property belonging to the {Town Name} and its organizations may not be moved without permission from the {Recreation Director / Building Supervisor} or designee.
7. The Town of XXXXXX and agents of the Board of Education shall assume no responsibility for properties left on the premises by the user.
8. Town equipment shall not be used or loaned except when approved by the {Recreation Director / Building Supervisor} or designee.
9. Special equipment such as sound systems, stage lighting, etc., may necessitate the use of a technician approved by the building {Recreation Director / Building Supervisor}. The technician(s) will be paid by the user.
10. Use of kitchen facilities must be arranged with the Director of Food Services and a member of the regular food services staff shall be in attendance when kitchen equipment is used. Food Services staff overtime pay shall be the responsibility of any user group.
11. There will be a custodial charge to the user if additional special cleanup is necessary. Also, custodial services may be charged to the user group if they do not put furniture or other properties back in their proper places.
12.. The user will demonstrate the capability to preserve order. The cost of policemen and firemen will be borne by the user. The responsibility for making all necessary arrangements with the appropriate town departments. All arrangements must be in accordance with all state and town regulations and ordinances.
13. In the event of a cancellation or a conflict of dates the "Eligible Organization and Priority of Use List" shall be used to schedule all facility reservations. In the event {Town Name} programs are canceled due to inclement weather, all scheduled community use groups will also be canceled. Notification of cancellations is a mutual responsibility and will be done as soon as possible.
14. There will be additional charges for rehearsals, for set up and for cleanup if extra hours are needed at any facility.

3. INSURANCE COVERAGE

The person(s) or organization making application for use of the buildings and grounds shall agree to indemnify Town of _____, the _____ Board of Education and all of their agents servants and employees for any damage to the property by any person or persons attending the meetings, and likewise, to relieve the Town of _____, the _____ Board of Education and all of their agents servants and employees from all responsibility from damage or loss, to property or person, of any person attending the affair. Any outside organization not covered by the town liability policy shall provide their own insurance coverage. $1,000,000 Bodily Injury and Property Damage Single Limit Liability naming the Town of _____, the _____ Board of Education and all of their agents servants and employees as additional insured will be required to be filed upon notification of approval.

4. FACILITY USE AGREEMENT AND FEE SCHEDULE

{Department / Facility Name}
{Town Name}, Connecticut

Name of Organization:

Purpose of Event:

Date(s) of Event:

Time of Event: From: To:

Required time of access to facility:

Type of Organization: (please check one)

___ Group A - School Functions
___ Group B - School Affiliated
___ Group C - Town Official Bodies and Agencies
___ Group D -Town Based Groups for Non-Profit
___ Group E - Town Based Groups for Profit
___ Group F - Out of Town for Non-Profit
___ Group G - Out of Town for Profit

Please check the Facility for which you are requesting use:

___{Facility Name} ___ {Facility Name} ___ {Facility Name}

Permission is requested for the use of the following room(s). If more than one, please specify how many:

___ Auditorium ___ Cafeteria ___ Gym
___ Band/Choral Rooms ___ Cafeteria & Kitchen ___ Gym/Lockers/Showers
___ Library/Media Center ___ Classroom(s) ___ Athletic Fields

Equipment desired:

Estimated attendance:

Admission charge: $

(If there is an admission charge, the applicant must make prior contact with the Police Department)

Purpose for which proceeds will be used:

Insurance certificate issued by:

(Must attach copy of Certificate of insurance showing additional insured endorsement)

Representative responsible for use of the facility:

Address:_____

Phone:_____

Hold-Harmless Agreement

The {Contractor/Vendor} agrees to fully indemnify, defend and hold harmless the Town of _____, the _____ Board of Education and all of their agents servants and employees to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the {contractor or vendor}, and even if caused by the negligence of the Town of _____, the _____ Board of Education or any of their agents servants or employees. This obligation shall further apply to:

(1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, un-matured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this {Invitation to Bid and resulting Contract}, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the contractor or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the contractor is in privity of oral or written contract (collectively "Contractor Parties");
(2) liabilities arising, directly or indirectly, in whole or in part, in connection with this {Invitation to Bid and resulting contract}, out of the Contractor's or Contractor Parties' Acts concerning its or their duties and obligations as set forth in this Invitation to Bid and resulting Contract; and
(3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional' fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the Contractor or any Contractor's Parties.

The {contractor/vendor} hereby covenants and agrees that the {Town or Board of Ed} shall be endorsed on the contractor or vendor's policies of insurance as additional insured.

The {contractor/vendor} hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of _____, containing an endorsement that covers this agreement to indemnify, defend and hold harmless the {Town or Board of Education}

The {contractor/vendor} hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the {contractor's/vendor's} insurance is primary and any insurance obtained, or self insurance provided, by the {Town or Board of Education} is excess.

The {contractor/vendor} hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any {work or use of the property} commences.

In making this application:

I / we agree to comply strictly to the Rules and Regulations of the {Town Name} that are attached and to be responsible for the proper conduct and care of school property while using the same.

I / We agrees to make good any damage to property and equipment and to indemnify the Board of Education for any accident to any and all occupants resulting from the use.

I/We further agree to report to the Maintenance Department any unsafe conditions found at any facility.

I/We further agree to be responsible for the payment of any fees and labor charges, and any additional costs or fees incurred by us in complying with the below mentioned rules and regulations.

I/We have read and understand the rules and regulations established by the Board of Education governing the use of public schools and agree to comply with said rules and regulations.

_____

Signature - Applicant Date

_____

Signature – {Recreation Director / Building Supervisor} Date

_____

Signature – {Recreation Director/Director of School Facilities} Date

POLICE CERTIFICATE

This Police Certificate is required for any occasion for which there is an admission charge. This certificate may be waived at the discretion of the Superintendent. I hereby certify that arrangements have been made for the presence of a uniformed police officer at this function.

TIME OFFICER SHOULD REPORT (to be filled in by applicant):

FEE FOR OFFICER (to be filled in by Police Department) $

Please return this form to:

Mr./ Mrs XXX YYYY
{Recreation Director / Building Supervisor}
Town Hall
33 Main Street
{Town Name}, CT {Zip Code}

ESTIMATED FEES TO BE CHARGED

Fees for Use of Facilities (Total from Fee Schedule) $_____

Custodial Staff* ____ Number _____ Rate ____ Hours $_____

Cafeteria Staff* ____ Number _____ Rate ____ Hours $_____

Designated School Employees ____ Number _____ Rate ____ Hours $_____

TOTAL ------- $_____

Checks should be made payable to {Town Name}. No cash payments will be accepted.

* Rate for Saturday $_____, Rate for Sunday $_____, Rate for Holidays $_____

Your application for facility usage has been approved by {Town Name} in conformance with the terms and conditions as set forth within the Rules and Regulations Regarding the Use of Facilities Policy. Such approval is contingent on receipt of 50% of the estimated fee by {Town Name} within five (5) days of this notice.

50% of fee due: $
Balance (subject to revision) due ten (10) days after event: $

OFFICE USE ONLY
Once approved, please distribute copies as appropriate: Date distributed: _____

_____ Applicant _____ Recreation Director
_____ Facilities Supervisor _____ Custodial / Maintenance Supervisor
_____ Food Services _____ Other - _____

Revised - 08/09/11

{Town / Department Name}
{Town Name}, Connecticut

CUSTODIAN'S REPORT

NAME OF ORGANIZATION: _____

DATE: _____

A check of the facilities after its use reveals the general condition of the facility to be:

Excellent ( ) Good ( ) Fair ( ) Poor ( )

List specific damage to the building, if any. After inspection I found the following:

_____

_____

_____

_____

_____

_____

_____

_____ _____

Custodian's Signature Date

SIGN IN/OUT PROCEDURES:
The Parent/Guardian must come into the building, greet a staff person and sign their child in and out each day. You will be provided with forms to use for sign in/sign out. Be sure you have a table or area set up with at least 2-3 Staff (this should include the Team Leader) who will watch the sign in, accept any notes regarding pick ups, answer questions about activities for the day etc. It is important to keep the line moving. Some people will be trying to get to work. If someone has a difficult question or needs more time, take them aside to answer it.

If parents are dropping kids off without getting out of the car, you need to make contact (via phone or a note sent home) to tell them we require that the child to be signed in and signed out each day. If kids are walking and/or biking, you must get a note from the Parent/Guardian that says they have permission to walk and/or ride their bike. The Team Leader is then the one responsible for signing the child In and Out each day.

DEPARTURE PROCEDURES:
If someone other than the Parent/Guardian will be picking the child up, a written permission note with the person's name must be given. Ask the child to identify the person at pick up time - Make sure it is the one listed on the note!

The Parent/Guardian must be notified if someone comes to pick up the child and you do not have a permission note with their name on it. "Note to Camp" forms are available for your use. If a child is going to be picked up at a time other than 3:00 p.m. (12:00 Mini Camp; 12:30 Kinder Camp), a written permission note is to be given. Remind the Parent/Guardian they are responsible for knowing your schedule as there is a lot of off-site activity!

DISMISSAL AT THE END OF THE DAY MUST BE ORGANIZED AND SYSTEMATIC! IT IS NECESSARY THAT WE KNOW WHO EACH CHILD HAS GONE HOME WITH!

Dismiss children as follows:

A staff member (this should be the Team Leader) must be at the sign in/out table.

Each Leader is to be assigned a group of children and be responsible for dismissing them. That Leader is responsible for knowing who the child goes home with. Children should be waiting in a group with their assigned leader and be ready to go.

When the Parent/Guardian or Substitute pick up person arrives and signs the child out, the child should identify who is there and the Leader should release the child. If someone other than the Parent/Guardian comes to pick up the child and you were not given a note, you MUST call the Parent.

If a child walks/rides a bike, ask the Parent/Guardian to give you a note saying the child has permission to walk/bike home. The Team Leader should sign the child out and watch them leave the grounds.

LATE PICK UP FEE:
Pick up time is 12:00 (Mini Camp) 12:30 (Kinder Camp) 3:00 p.m. (Playground, Awesome Adventures). A $15 late fee should be charged to parents picking children up after 12:10 (Mini Camp) 12:40 p.m. (Kinder Camp) 3:10 p.m. (Playground, Awesome Adventures). Give the parent a warning on the first occurrence. They should be charged the fee on the second.

If a Parent/Guardian has not arrived by 12:10, 12:40 or 3:10 p.m. you should begin trying to contact them and/or calling people on the list of emergency contacts. If you reach someone from the list who will come to pick up the child, leave a message with the Parent/Guardian that includes the name of the person the child went home with. Also, notify the Parks & Recreation Office (_____) of the name of the child and the name of the person who picked them up in case a Parent/Guardian calls.

School Buildings close promptly at 3:30 p.m. If you have not made contact with anyone by then, or are unable to wait for someone to get there, you should call the Program Director and/or Recreation Supervisor. They will make arrangements for the child to be brought to the Parks & Recreation office and/or Police Department. You will need to leave a message with the Parent/Guardian that the child has been brought to Parks & Recreation, address, telephone xxx-xxxx. Be sure to leave the time you are calling. If a phone message can't be left, leave a note where it is likely to be seen.

DEALING WITH RESTRAINING ORDERS
If a parent or guardian notifies you that they have obtained a Temporary Restraining Order or an Ex-Parte Restraining Order, a copy MUST be provided to be kept on file at the Parks & Recreation Office. You should notify the Recreation Supervisor at the Parks & Recreation Office (_____)

Make every effort to familiarize yourself with anyone who has a Protective Order and what the conditions of it are. It is not the responsibility of Parks & Recreation or you as Team Leader to enforce the order. In the event of a violation or if confrontation occurs, the Police Department and the Recreation Supervisor should be contacted immediately.

If a Protective Order is violated, DO NOT release the child/children to anyone. Contact the Police Department and advise them of the situation and request assistance resolving the problem.

Under normal conditions, the Police should be notified via the (xxx-xxxx) routine call number.

However if the situation warrants, the emergency 911 number should be called.

Police: _____

Parks & Recreation: _____

Appendix B. Sample Forms, Signage, and Information for Skate Parks

Skate Park Waiver, Hold Harmless Agreement, and Release of Liability

In consideration for the privilege of participating in skateboarding or in-line skating at (insert name of Town) Skate Park, the undersigned hereby agrees that:

1. I understand that there are inherent risks involved in skateboarding and inline skating, including the risk of serious physical injury or death and I fully assume all risks associated with skateboarding and inline skating, even if due to the negligence of (insert name of town) and/or its agents, servants or employees, including but not limited to: failure to perform maintenance, inspection, supervision, or control of said areas, and for the failure to warn of dangerous conditions existing on said skate park or surrounding area, negligent supervision of the skate park, negligent training of employees or agents, variations in the weather conditions, poor weather conditions, inadequate lighting, poor surface condition, the presence of rocks, sand, ice or debris of any kind; collisions with objects both on and off the skate park area; collisions with skate park apparatus and equipment; fencing; skate park attendants; employees; volunteers; other patrons, skaters and spectators. I further assume all risks associated with equipment failure, lack of safety devices or inadequate safety devices; lack of warnings or inadequate warnings; lack of instructions or inadequate instructions; and the like.

2. I, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, agree to defend, indemnify and hold harmless (insert name of town), and its agents, servants or employees from any and all claims, suits or demands by anyone arising from my use of the skate park facilities and equipment including claims of negligence on the part of (insert name of town) and its agents, servants or employees.

3. I, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, hereby release, and agree that I will not sue, (insert name of town) and its agents, servants or employees for money damages for personal injury sustained by me while using the skate park facilities and equipment even if due to the negligence of (insert name of town) its agents, servants or employees.

4. I further acknowledge that I have read and understand the following Warnings and Safety Information, and agree to comply with all warnings and safety recommendations:

The utilization of an advanced area by a beginner skater greatly increases his/her risk of serious injury or death!!!

Consumer Product Safety Commission Warning
According to the U.S. Consumer Product Safety Commission, approximately 104,000 persons are treated in hospital emergency rooms each year with skateboard related Injuries. Sprains, fractures, contusions and abrasions are the most common types of injuries. Deaths due to collisions with cars and from falls also are reported. Several factors, such as lack of protective equipment, poor board maintenance and irregular riding surfaces, are involved in these accidents. Skateboard riding requires good balance and body control, yet many young skateboarders have not developed the necessary balance and do not react quickly enough to prevent injury.

Who Gets Injured
Most of the emergency room reported injuries were to adolescents and young adults.

Equipment Inspection
Before using their boards or in line skates, riders should check them for hazards, such as loose, broken, or cracked parts; sharp edges on metal boards; slippery top surface; and wheels with nicks and cracks. A qualified repairman should correct any defects.

Protective Gear
Protective gear, such as closed, slip-resistant shoes, helmets, and specially designed padding, may not fully protect skateboarders and in line skaters from fractures, but its use is recommended to skateboarders as such gear can reduce the number and severity of injuries

Inspection of Area
Every skateboarder or in line skater should inspect the area on which they intend to skate for damage, holes, bumps, rocks, debris, slippery conditions or other hazards, each time they begin skating after a stop.

RECOMMENDATIONS OF THE ACADEMY OF PEDIATRICS

1. Children younger than ten years should not use skateboards without close supervision by an adult or responsible adolescent. Children younger than five years should not use skateboards; instead, parents and pediatricians should encourage them to undertake activities that are more developmentally appropriate.
2. Pediatricians have advised parents, teachers, and others to strongly recommend that all skateboarders wear a helmet and other protective gear (including wrist guards, elbow pads, and knee pads) to prevent or reduce the severity of injuries resulting from falls. Use of protective clothing, such as gloves, is not sufficient. The helmet should be a bicycle helmet that complies (and is so labeled) with the CPSC standard 10 or a multi-sport helmet that complies with the N-94 standard established by the Snell Memorial Foundation. The N-94 standard requires that helmets pass multiple impact tests to the back during laboratory testing.

I have read this waiver, hold harmless agreement, and release of liability and fully understand its terms. I further understand that by signing this agreement that I am giving up substantial legal rights. I have not been induced to sign this agreement by any promise or representation, and I sign it voluntarily and of my own free will.

_____	_____	_____	_____
Participant's Signature	Participant's Printed Name	Date	Age

CONSENT OF PARENT OR GUARDIAN (IF PARTICIPANT IS 17 YEARS OF AGE OR YOUNGER)
This is to certify that I, as parent or guardian with legal responsibility for this participant, do hereby certify that I have read and understand this waiver, hold harmless agreement, and release of liability, and consent and agree to his or her release set forth above, and for myself, my heirs, assigns, successors, executors, administrators, and legal representatives, agree to defend, indemnify, and hold harmless (insert name of town) and its agents, servants, or employees from any and all claims, suits, or demands by anyone arising from said participant's use of (insert name of town) skate park facilities and equipment including claims of negligence on the part of (insert name of town) and its agents, servants, or employees.

_____	_____	_____
Parent/Guardian Signature	Parent/Guardian Printed Name	Date

If your municipality is planning to build a skate park, please contact your CIRMA Risk Control Consultant for assistance at (203) 946-3700

Skate Park Registration Form (sample)

(Insert Town or City Name) DEPARTMENT OF PARKS
AND RECREATION SKATEBOARD / IN-LINE SKATE PARK

Name: _____

Street: _____ City and State: _____

Zip Code: _____ Home Telephone: _____

Emergency Telephone: _____

Waiver Signed: Yes No

Date Waiver Signed: _____

Skate Park Warning Signage Samples

- The US Consumer Product Safety Commission (CPSC) warns that skating can cause serious physical injury or death if skaters do not wear helmets and other safety gear or do not learn to skate and stop safely. Persons using the skate park should wear a helmet, elbow pads, and kneepads.
- Skating is a hazardous activity. Skate at your own risk. When you enter this facility you assume all risks and responsibilities that are inherent to extreme sports activities which could result in serious physical injury or death to yourself, others, and/or property.
- The use of an advanced area by a beginner skater greatly increases his/her risk of serious injury or death!

General Park Regulations - Sample Wording

- Skating is a Hazardous Activity – Skate at your own risk. The City of "name" is not liable for injuries or losses associated with use of the skate park facilities.
- Only skateboards and roller skates (if applicable) are allowed. ALL other uses are prohibited.
- Protective equipment must be worn and fastened at all times while skating.
- No unauthorized obstacles, materials, or other pieces of equipment are allowed in the skate park.
- Skating is prohibited in all non-designated skating areas.
- No alcohol, drugs, tobacco, or weapons are allowed in the skate park.
- No graffiti, tagging, littering, gum, stickers or other items are allowed in the skate park. Do not deface Skate Park.
- No portable or personal radios, stereos, CD players, speakers, MP3 players, headphones or other amplified music is allowed in the skate park.
- Spectators are not allowed in or around any designated skating areas.
- All trash must be placed in appropriate trash receptacle. No glass containers.
- The skate park is closed during inclement weather.
- No trespassing while facility is closed.
- The city of "name" is not responsible for loss or damage to personal property.
- No pets allowed in skate park area.
- In case of emergency call 911.

Courtesy Signs - Sample Wording

- Profanity and/or abusive language, fighting and/or disruptive behavior is prohibited and may result in fine, citation or removal from the skate park.
- Please skate under control and at your own ability.
- Do not throw or launch any pieces of equipment.
- Be courteous to others and welcome new skaters.
- Give all skaters proper room and a chance to utilize the facility.

Further Information

The American Academy of Pediatrics recommends the following:

1. Children younger than ten years should not use skateboards without close supervision by an adult or responsible adolescent. Children younger than five years should not use skateboards; instead, parents and pediatricians should encourage them to undertake activities that are more developmentally appropriate.
2. Skateboards must never be ridden in or near traffic, regardless of traffic volume.
3. "Skitching-a-ride," or holding onto the side or rear of a moving vehicle while riding a skateboard, should never be attempted. It is a particularly dangerous practice because the rider cannot accommodate a sudden stop or swerve of the vehicle.
4. Parents and teachers should require that all skateboarders wear a helmet and other protective gear (including wrist guards, elbow pads, and knee pads) to prevent or reduce the severity of injuries resulting from falls. Use of protective clothing, such as gloves, is not sufficient. The helmet should be a skating helmet that complies (and is so labeled) with the CPSC standard 10 or a multi-sport helmet that complies with the N-94 standard established by the Snell Memorial Foundation. The N-94 standard requires that helmets pass multiple impact tests to the back during laboratory testing.
5. Communities should continue to develop skateboarding parks and encourage youth to practice there. These parks are preferred to home-constructed ramps and jumps, because they are more likely to be monitored for safety and separate the skateboarder from pedestrian and motor vehicle traffic. Existing guidelines for such parks should be standardized.

Additional Resources

These resources are by no means a complete list of resources. The resource list in no way constitutes endorsement or approval of any organization or its products by CIRMA.

- US Consumer Product Safety Commission: www.cpsc.gov (800) 638-2772
- www.astm.org
- www.skateparkguide.com
- www.concretedisciples.com
- www.skatersforpublicskateparks.org
- www.skatepark.org
- www.suburbanrails.com
- www.spausa.org
- www.tonyhawkfoundation.org
- United Skateboarding Association (742) 823-2726
- International Association of Skateboard Companies (805) 683-5676

Appendix C. Section 19-13-B33b Public Pools

Department of Public Health ***Public Health Code***

19-13-B33b. Public pools

Swimming Pools

19-13-B33b. Public pools

The following requirements shall apply to any public pool.

(a) Definitions.

(1) "Public Pool" means an artificial basin constructed of concrete, steel, fiberglass or other relatively impervious material intended for recreational bathing, swimming, diving, or therapeutic purposes which is located either indoors or outdoors and is provided with a controlled water supply and which is not used or intended to be used as a pool at a single family residence. The term also includes a pool located at a single family residence which is used or intended to be used for commercial or business purposes. The term "public pool" includes any related equipment, structures, areas, and enclosures that are intended for the use of the pool patrons or pool staff such as toilet, dressing, locker, shower, and pool equipment rooms. Public pools shall be classified as follows:

(A) "Public Swimming Pools" are conventional pools used or intended to be used for recreational bathing, swimming and water recreation activities.

(B) "Public Wading Pools" are pools principally used or intended to be used for wading and recreational bathing by small children.

(C) "Public Spas," "Whirlpools," or "Hot Tubs" are pools used for recreational bathing which are used in conjunction with high velocity air systems, high velocity water recirculation systems, hot water, cold water, mineral baths or any combination of these items.

(D) "Public Diving Pools" are pools used only for diving or the training and practice of diving techniques.

(E) "Special Purpose Public Pools" are pools used exclusively for a particular purpose, including but not limited to water flumes, pools for scuba diving instruction, therapeutic pools, hydrotherapy pools, floatation vessels and pools used in aquatic programs for handicapped persons.

(2) "Commissioner" means the commissioner of health services or his designee.

(3) "Depth Markers" means numerals of four inches minimum height which are of a contrasting color with the background of the pool and denote water depth in the immediately adjacent portion of the pool.

(4) "One Unit of Lifesaving Equipment" shall consist of a ring buoy not more than fifteen inches inside diameter to which shall be attached a fifty foot length of one-quarter inch line, and a life pole or shepard's crook with blunted ends which is a minimum of twelve feet in length.

(b) General requirements for public pools.

(1) Construction. No person shall construct a public pool or shall substantially alter or reconstruct any public pool except after the plans for such have been approved in accordance with the specifications contained in the most recent edition of the Connecticut Public Swimming Pool Design Guide as adopted and amended by the commissioner. Such plans shall be prepared by and bear the seal of an engineer or architect licensed to practice in the State of Connecticut and shall be approved by the commissioner. The applicant shall forward copies of the approved plans to the director of health or his authorized agent. All public pools shall be constructed or substantially altered or reconstructed in accordance with the plans and

Current with materials published in Connecticut Law Journal through 09/21/2004

specifications approved by the commissioner unless prior approval of changes has been granted in writing. The danger of disease, drowning or injury to bathers shall be reduced to a practical minimum. The commissioner may evaluate public pools constructed without the required plan approval to assess conformance with specifications of the Connecticut Public Swimming Pool Design Guide. The commissioner may issue a "certificate of approval for use" to public pools on which construction was completed prior to January 1, 1980 and which are found to comply substantially with the aforementioned criteria. No such certificate shall be issued where deviations from design criteria may substantially increase the risk to public health and safety.

(2) Supervisory Personnel. A person knowledgeable in the operation of the pool and in pool water chemistry and testing shall be on duty on the premises where the pool is located whenever the pool is open for use. Names of supervisory personnel shall be submitted to the local health department annually and whenever a change in such personnel occurs.

(3) Pool Water Quality. Not more than Fifteen per cent of the samples of pool water covering a consecutive period of one month or more shall either (1) yield more than two hundred bacterial colonies per milliliter, as determined by the standard (35 degrees C) agar plate count, or (2) show positive test (confirmed test) for coliform organisms in any of five 10-mL portions innoculated into fermentation tubes or contain more than 1.0 coliform colonies per 50 mL. when the membrane filter test is used. All samples shall be collected, the residual disinfectant removed, and the examination conducted in accordance with the procedures outlined in the latest edition of "Standard Methods for the Examination of Water and Wastewater" (American Public Health Association, American Water Works Association, and Water Pollution Control Federation).

(4) Pool Water Clarity. At all times when the pool is in use the water shall be sufficiently clear to permit a secchi disc or a black disc six inches in diameter on a white field, placed on the bottom of the pool at the deepest point, to be clearly visible from the pool deck.

(5) Pool Water Disinfection and Test Kits. Pool water shall be disinfected by an automatic disinfectant feeder which imparts a measurable residual at all times when the pool is in use. These chemical feeders shall comply with the standards of the National Sanitation Foundation or other standards approved commissioner of health services. When chlorine is used, a free chlorine residual of at least 0.8 mg/l as measured by an approved method listed in "Standard Methods for the Examination of Water and Wastewater" as described in subsection 3 above shall be maintained throughout the pool whenever it is open or in use. If cyanuric acid is used to stabilize the free available residual chlorine, or if chlorinated isocyanurate compounds are used, the concentration of cyanuric acid in the water shall not exceed 100 mg/l and a free available chlorine residual of at least 1.5 mg/l shall be maintained throughout the pool whenever it is open or in use. If other halogens are used, residuals of equivalent disinfecting strength shall be maintained. Other disinfecting materials or methods may be used when they have been demonstrated to the commissioner to provide satisfactory disinfection. A test kit for measuring the concentration of the disinfectant, accurate within 0.1 mg/l shall be provided, at each pool. If the cyanuric acid or chlorinated isocyanurates are

used, proper testing equipment for measuring cyanuric acid concentration shall be provided. Chemicals in test kits shall be replaced yearly unless shown to produce accurate test results.

(6) Pool Water pH and Alkalinity. The pool water shall be maintained at a pH value of not less than 7.2 and not over 7.8. Testing equipment for measuring pH value shall be available at each pool. Caustic alkalinity shall not be present.

(7) Records and Testing. A pool operation record including all test results shall be maintained on a daily basis by the pool operator. Immediately prior to the daily opening of the pool for use, tests shall be made to determine the amount of residual disinfectant and the pH. These tests shall be repeated at sufficient frequency during periods of bather use to assure that an adequate disinfectant level and pH value are maintained. Whenever tests indicate that an inadequate disinfectant level or inappropriate pH value are present, immediate action shall be taken to reestablish an appropriate disinfectant level and pH value.

(8) Decks, Dressing Rooms, Toilet Rooms, Shower Requirements. The dressing rooms, hallways, toilet rooms, shower rooms or other rooms to which patrons of pools have access shall be kept clean, in good repair, and well ventilated at all times. The floors of the pool deck and all shower rooms and locker rooms shall be treated with a 0.5% chlorine solution, or an equivalent fungicide, daily. Combs or brushes for common use shall not be provided. All persons shall bathe with warm water and soap before entering the pool. Warm water at a temperature of 90 degrees F to 105 degrees F, shall be furnished at showers convenient to the pool for this purpose. Adequate and convenient toilet facilities shall be available for the use of swimmers. Toilet, lavatory sink, and shower fixtures shall be maintained in proper repair so as to be available in ratios required by Design Criteria in effect at the time of plan approval.

(9) Equipment Rooms, Equipment Areas, and Equipment. Equipment rooms, areas, and equipment shall be kept in good repair and in a clean and sanitary condition. Drain grates shall be vandal proof, designed to prevent hand entrapment, and shall be secured in place in a manner that will prevent removal by bathers.

(10) Deck Equipment. Handrails shall be provided at all steps, stepholes, and ladders. When provided diving stands, lifeguard stands, handrails, and ladders shall be properly secured to the pool deck or pool, as appropriate. Deck accessories and equipment shall be properly maintained and stored.

(11) Pool Chemical Storage. Pool chemicals shall be stored in cool, dry, clean, and well ventilated areas and so as to preclude accidental mixing of different chemicals. Containers shall be tightly closed when not in use.

(12) Vacuuming. Pool bottoms shall be vacuumed or mechanically cleaned as frequently as required to maintain pool cleanliness.

(13) Accessibility to Pool Area. All outdoor pools shall be surrounded by a barrier which shall be a minimum of four feet high and designed to discourage access by unauthorized persons. Entry gates shall be self closing and self latching. When the pool is not open for use, access to the pool shall be prevented.

(14) Lifeguards. When no lifeguard service is in effect a warning sign shall be placed in plain view and shall state "Warning - No Lifeguard on Duty" with legible letters, at least four inches high. This warning shall be easily visible from all entry points into the pool area.

Current with materials published in Connecticut Law Journal through 09/21/2004

Department of Public Health ***Public Health Code***

19-13-B33b. Public pools

(15) First Aid Kit. Every public pool shall be equipped with an American National Red Cross standard 24-unit first aid kit or equivalent. This first aid kit shall be kept filled and ready for use.

(16) Emergency Telephone. There shall be a telephone or other suitable device for emergency communication readily available in the immediate vicinity of each pool. This telephone or device shall be on the premises where the pool is located.

(17) Signs. Signs shall be conspicuously posted at the pool and in public dressing rooms stating the following:

(A) All persons shall bathe with warm water and soap before entering the pool.

(B) Any persons known or suspected of having a communicable disease shall not use the pool.

(C) Spitting or blowing the nose in the pool is prohibited.

(D) Running, boisterous or rough play (except supervised water sports) is prohibited.

(18) Emergency Communications. Instructions regarding emergency calls shall be prominently posted. All pools shall have posted at their entrance (a) directions to the nearest telephone and the nearest first aid unit and resuscitation equipment; (B) the telephone numbers, in print at least one-quarter inches high, of the nearest police and fire departments, emergency medical service provider, hospital and physicians on call in the immediate area. Additionally these telephone numbers shall be posted at the nearest telephone.

(19) Registration. No person, firm, or corporation shall operate or maintain, within any town, city or borough, any public pool without local permits or licenses if such permits or licenses are required by local ordinance. If such local permits or licenses are not required, the person, firm or corporation shall register the name of the owner or owner's agent, business address, and pool location with the local director of health of the town, city, borough, or district where the public pool is located.

(c) Additional requirements for public swimming pools and public diving pools

(1) Depth Markers. Depth markers shall be provided on the pool rim at points of minimum and maximum depths, at all points where the pool floor changes slope, and at appropriate points in between. Depth markers at these points shall be visible from within the pool and while standing on the pool deck.

(2) Lifeguard Stands. When a lifeguard is on duty, there shall be a raised stand 4 feet minimum height for the lifeguard, located at pool side adjacent to the deep end of the pool, so that all areas of the pool are visible to the lifeguard.

(3) Lifesaving Equipment. Each public Swimming pool and public diving pool shall be provided with one unit of lifesaving equipment for each one hundred feet of perimeter of the pool. Life poles or shepherd's crooks shall be mounted in permanent sockets toward the deep area of the pool. Lifesaving equipment shall be mounted in conspicuous places around the pool such as on lifeguard stands, fences or barriers of outdoor pools, and room walls of indoor pools.

(4) Sign. A sign stating the following shall be conspicuously posted at the pool: "No diving is permitted off the deck into shallow areas of the pool."

(d) Additional requirements for public wading pools. Depth Markers. A minimum of one depth marker shall be provided on the pool rim on each side of public wading pools.

(e) Additional requirements for public spas.

Current with materials published in Connecticut Law Journal through 09/21/2004

Department of Public Health ***Public Health Code***

19-13-B33b. Public pools

(1) Pool Water Disinfection. When chlorine is used, a free available chlorine residual of at least 1.0 mg/l shall be maintained throughout the public spa whenever it is open or in use. If other halogens are used, residuals of equivalent disinfecting strength shall be maintained.

(2) Pool Water Temperature. Pool water temperature shall not exceed 104 degree F in public spas.

(3) Depth Markers. All public spas shall have a minimum of two depth markers indicating maximum water depth. These depth markers shall be located on the spa rim or deck immediately adjacent to the pool.

(4) Precaution Sign. A precaution sign is to be mounted in a clearly visible location, adjacent to the spa. This precaution sign shall contain the following warnings: CAUTION

(A) Elderly persons and those suffering from heart disease, diabetes, high or low blood pressure should not enter the spa.

(B) Unsupervised use by children is prohibited.

(C) Do not use while under the influence of alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquilizers.

(D) Do not use alone.

(E) Observe a reasonable time limit, (preferably not longer than 15 minutes) then shower, cool down and, if you wish, return for another brief stay. Long exposures may result in nausea, dizziness or fainting.

(5) Oils, Body Lotions and Soaps. Oils, body lotions and soaps shall be completely removed by the bather prior to use of public spas.

(f) Special purpose public pools. Special purpose public pools shall meet all applicable requirements for public pools.

(g) Responsibility of director of health. When any public pool is found not to meet the requirements of these regulations, or when a condition is found which constitutes a public health or safety hazard or a health nuisance to bathers or pool patrons, the director of health may order such public pool closed until corrections are made. The director of health shall order such closure when there is significant evidence of communicable disease being transmitted through use of the pool, when the public pool is being operated in such manner as to constitute a significant health nuisance, or when imminent safety hazards exist. Inspections shall be conducted by the director of health or his authorized agent to evaluate conformance with these regulations and to protect the public health and safety. Any person aggrieved by an order issued by a director of health, may within forty-eight hours after the making of such order, appeal to the commissioner of health services in accordance with Section 19a-229 of the General Statutes and Sections 19-2-1 to 19-2-43 inclusive of the Regulations of Connecticut State Agencies.

(Effective October 26, 1984.)

Current with materials published in Connecticut Law Journal through 09/21/2004

Appendix C. Section 19-13-B34 Artificial Bathing Places

Department of Public Health ***Public Health Code***

19-13-B34. Artificial bathing place without controlled water supply

Artificial Bathing Place

19-13-B34. Artificial bathing place without controlled water supply

"Artificial bathing place" means an artificially constructed impounding basin for surface water which is to be used for bathing or swimming by an considerable number of persons other than the immediate family of the owner or proprietor. No artificial bathing place shall be constructed until the location is approved by the local director of health of the town, city or borough in which it is located.

(a) Each such bathing place shall be marked on its rim or otherwise a no greater than eight foot intervals from the shallow end of the area to indicate the depth of the water at such intervals. Where there is a lifeguard on duty there shall also be a raised stand for the life guard, so placed that all areas of the bathing place are visible to the lifeguard on duty.

(b) Each such bathing place shall have minimum equipment consisting of the following: A ring buoy not more than fifteen inches in diameter to which shall be attached a fifty foot length of one-quarter inch line; four pineapple (tightly rolled balls of rope) composed of one-quarter inch line each fifty fee in length; a life pole or shepherd's crook with blunted end, a minimum of twelve feet in length, for each one hundred running feet of perimeter of the area, such poles to be mounted in permanent sockets, on opposite side towards the deep area of the bathing place and attached to the fencing or barrier.

(c) All bathing places have posted at their entrance (1) directions to the nearest telephone and the nearest first aid unit and resuscitation equipment; (2) the telephone numbers, in print at least one-quarter inches high, of the nearest police and fire departments, rescue squad, ambulance service, hospital and physicians on call in the immediate area.

(d) When no lifeguard service is in effect, a warning sign shall be placed in plain view and shall state "Warning - No Lifeguard on Duty" with legible letters, at least four inches high.

(e) The quality of the water shall meet bacterial standards approved by the commissioner and the amount of diluting water shall be not less than 1,000 gallons per day per bather. If the bacterial standard is maintained, the flow requirement may be reduced for short periods of time to no less than 500 gallons per day per bather, with approval of the director of health. This dilution water may be from stream flow or from natural circulation in a large body of impounded water.

(f) The dressing rooms, hallways, toilet rooms, shower rooms or other rooms to which patrons of pools shall have access shall be kept clean and well ventilated at all times. The floors of all shower rooms and locker rooms shall be treated with chlorine solution or other fungicide daily. No combs or brushes for common use shall be provided.

(Effective June 28, 1973.)

Appendix C. Section 19-13-B36 Public Bathing Establishments

Department of Public Health ***Public Health Code***

19-13-B36. Public bathing establishments

Public Bathing Establishments

19-13-B36. Public bathing establishments

A public bathing establishment, as used in this section, shall include the grounds, bath houses, toilets and other appurtenances of any bathing establishment on or near any stream, natural or artificial pond, or tidal water where bath houses for the use of the public are maintained either free or for hire. No city, town, borough, institution, person, firm or corporation shall operate or maintain any public bathing establishment except after full and literal compliance with the following requirements:

(a) Adequate numbers of fly-tight privies or water-flushed toilets and sewage disposal systems shall be constructed and located in such a way as not to contaminate the waters used by the bathers. These accommodations shall be installed with the approval of the local director of health and shall be maintained at all times in a sanitary condition. Separate toilets for men and women shall be provided. The location of all toilets shall be plainly indicated by signs.

(b) No water supply shall be available for drinking unless of safe, sanitary quality.

(c) The dressing rooms, hallways, toilet rooms, shower rooms or other rooms to which patrons have access shall be kept clean and well ventilated at all times. The floors shall also be treated with chlorine solution or other fungicide daily. No combs or brushes for common use shall be provided for the use of patrons.

(d) All persons known or suspected of being afflicted with communicable diseases shall be excluded.

(e) No bathing suits or towels shall be furnished to patrons unless such bathing suits or towels have been thoroughly washed with soap and hot water and dried after previous use.

(f) Fly-tight depositories shall be provided where necessary for the reception of rubbish, garbage or other refuse or contaminated material and shall be maintained in a sanitary condition.

(Effective June 28, 1973.)

Appendix C. CT Dept of Health Clean Up of Fecal, Blood, Vomit Incidents

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

EHS Circular Letter #2007-59

DATE: December 4, 2007

TO: Local Health Directors and Chief Sanitarians

FROM: Pamela E. Scully, Sanitary Engineer III
Recreation Program, Environmental Health Section

RE: FECAL, VOMIT AND BLOOD INCIDENTS IN AND AROUND PUBLIC SWIMMING POOLS AND WHIRLPOOL SPAS

The Department of Public Health (DPH), Recreation Program, offers the following attached guidelines with regards to fecal, vomit and blood incidents in and around public swimming pools and whirlpool spas. The guidelines closely follow the recommendations of the Centers for Disease Control and Prevention (CDC). These guidelines are offered to help reduce the spread of recreational water illnesses (caused by the transfer of waterborne germs such as *Cryptosporidium, Giardia, E. coli,* and *Shigella*) in public swimming pools and whirlpool spas.

Please distribute the attached guidelines when you conduct your inspection of public swimming pools and whirlpool spas in your town or district. As always the DPH recommends annual inspections of all public swimming pools and whirlpool spas.

Further information about public swimming pools can be obtained from the DPH Recreation Program at (860) 509-7296 or by accessing the DPH website www.ct.gov, under CT keyword type in DPH, then click on Environmental Health and scroll down to Public Swimming Pool. Also visit the CDC website at http://www.cdc.gov/healthyswimming/fecal_response.htm#b

Thank you.

cc: Pamela Kilbey-Fox, Chief, Local Health Administration
Ellen Blaschinski, Chief, Regulatory Services Branch
Suzanne Blancaflor, Chief, Environmental Health Section
William Gerrish, Chief, Office of Communications
Karen Buckley-Bates, Director, Government Relations

410 CAPITOL AVENUE, MS#51REC
PO BOX 340308, HARTFORD, CT 06134
Bus: 860.509.7296 Fax: 860.509.7295
Affirmative Action/Equal Employment Opportunity Employer

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
RECREATION PROGRAM

RECOMMENDED PROCEDURE FOR CLEAN-UP OF FECAL, VOMIT AND BLOOD INCIDENTS IN AND AROUND PUBLIC SWIMMING POOLS AND WHIRLPOOL SPAS

Prevention Procedures:

1. Maintain all chemical feed systems and filtration equipment in good working order. Maintain the required minimum disinfection residual level at all times when the swimming pool and/or whirlpool spa are open for use.

2. All persons must be advised, through posting of signs, to bathe with warm water and soap before entering the swimming pool and/or whirlpool spa.

3. All persons with known or suspected of having a communicable disease must be advised, through posting of signs, not to use the swimming pool and/or whirlpool spa.

4. All persons wearing diapers should wear swimsuit diapers or tight fitting rubber or plastic pants.

5. Do not allow animals in the swimming pool.

Clean-Up Procedures:

Formed Fecal Incident in Swimming Pools and Whirlpool Spas:

1. Close the pool. Direct everyone to leave the pool. If there are multiple pools that use the same filter—all pools will have to be closed. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.

2. Remove as much of the fecal material as possible using a net or scoop and dispose of it in a manner in accordance with OSHA. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection). Do not vacuum the fecal material from the pool.

3. Raise the free available chlorine level to 2 ppm (mg/l), while maintaining the pH between 7.2 - 7.5. Maintain these levels for at least 25 minutes before reopening the pool. Chlorine levels should be collected from various locations around the pool(s) to ensure that the entire pool is being treated. In the presence of chlorine stabilizers such as chlorinated isocyanurates, a level of 3.0 ppm (mg/l) of free available chlorine must be maintained.

4. Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine level during the disinfection process.

5. Establish a fecal accident log. Document each fecal accident by recording date and time of the event, note whether formed stool or diarrhea, and note the chlorine levels at the time or observation of the event. Before reopening the pool, record the chlorine level and pH, the procedures followed in response to the fecal accident (including the process used to increase chlorine levels if necessary), and the contact time.

Loose (Diarrhea) Fecal Incident in Swimming Pools and Whirlpool Spas:

1. Close the pool. Direct everyone to leave the pool. If there are multiple pools that use the same filter—all pools will have to be closed. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.

2. Remove as much of the fecal material as possible using a net or scoop and dispose of it in a manner in accordance with OSHA. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection). Do not vacuum the fecal material from the pool.

3. Raise the free available chlorine concentration to 20 ppm(mg/l) and maintain the pH between 7.2 and 7.5 and maintain these levels for at least 8 hours. Chlorine levels should be collected from various locations around the pool(s) to ensure that the entire pool is being treated.

4. Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine level during disinfection.

5. Backwash all sand and DE filters thoroughly. Replace cartridges in cartridge filters.

6. Swimmers may be allowed back into the pool after 8 hours and when the free available chlorine level has been returned to the normal operating range.

7. Establish a fecal accident log. Document each fecal accident by recording date and time of the event, note whether formed stool or diarrhea, and note the chlorine levels at the time or observation of the event. Before reopening the pool, record the chlorine level and pH, the procedures followed in response to the fecal accident (including the process used to increase chlorine levels if necessary), and the contact time.

Vomit Incident in Swimming Pools and Whirlpool Spas:

1. Vomiting as a result of swallowing too much water is probably not infectious. No action is necessay.

2. Vomiting full contents of the stomach would require the same response as that of a formed fecal incident as outlined above.

Blood Incident in Swimming Pools and Whirlpool Spas:

There is no recommended procedure for clean-up or closing the pool after a blood spill in a swimming pool and/or whirlpool spa. However, as a matter of comfort for the patrons, the pool operator may opt to close the pool temporarily.

Dead Animals Found in the Swimming Pools and Whirlpool Spas:

1. It is the recommendation of this office that the animal should be removed, by a net or scoop, and disposed of properly.

2. The pool should be closed and the free available chlorine level should be increased to at least 10 ppm (mg/l), while maintaining a pH level between 7.2 - 7.5.

3. Swimmers may be allowed back into the pool when the free available chlorine level has been returned to the normal operating range.

Fecal, Vomit or Blood Incident on the Pool Deck Area:

1. Block off the area of the spill from patrons until clean-up and disinfection is complete.

2. Put on disposable latex gloves to prevent contamination of hands.

3. Wipe up the spill using paper towels or absorbent material and place in a plastic garbage bag.

4. Gently pour bleach solution (9 parts cool water and 1 part household bleach*) onto all contaminated areas of the deck.

5. Let the bleach solution remain on the contaminated area for 20 minutes.

6. Wipe up the remaining bleach solution.

7. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with bleach solution and air dried.

8. Remove gloves and place in plastic garbage bag with all soiled cleaning materials.

9. Double-bag and securely tie-up plastic garbage bags and discard.

10. Thoroughly wash hands with soap and water.

* Add the household bleach to the water and gently mix the solution. Since a solution of bleach and water loses its strength quickly, it should be mixed fresh before each clean-up to make sure it is effective.

NOTIFY THE LOCAL HEALTH DEPARTMENT IN YOUR AREA OF ANY INCIDENTS THAT RESULT IN POOL CLOSING.

Appendix D. NCAA Recommended Dimensions for Diving Facilities

NCAA Recommended Dimensions for Diving Facilities		Dimensions are in Feet	SPRINGBOARD		PLATFORM		
			1 meter	3 meters	5 meters	7.5 meters	10 meters
		LENGTH	16'	16'	20'	20'	20'
		WIDTH	1'8"	1'8"	8'6"(min) 9'10"(pref)	6'7"(min) 9'10"(pref)	9'10"
Revised October 1, 2013		HEIGHT	3'4"	9'10"	16'5"	24'8"	32'10"
			Horiz. Vert.	Horiz. Vert.	Horiz. Vert.	Horiz. Vert.	Horiz. Vert.
A	From plummet BACK TO POOL WALL	Designation	A-1	A- 3	A-5	A-7.5	A-10
		Minimum	5'	5'	4'2"	4'2"	5'
		Preferred	6'1"	6'1"	4'2"	4'2"	5'
A/A	From plummet BACK TO PLATFORM plummet directly below	Designation			A/A5	A/A7.5	A/A10
		Minimum			2'6"	2'6"	2'6"
		Preferred			4'2"	4'2"	4'2"
B	From plummet to POOL WALL AT SIDE	Designation	B-1	B-3	B-5	B-7.5	B-10
		Minimum	8'3"	11'6"	11'2"	14'10"	18'11"
		Preferred	8'3"	11'6"	12'10"	15'7"	18'11"
C	From plummet to ADJACENT PLUMMET	Designation	C-11	C-331	C-531	C-7.5531	C-107.55531
		Minimum	6'7"	7'3"	7'11"	9'1"	10'8"
		Preferred	7'1"	8'3"	8'9"	9'1"	10'8"
D	From plummet to POOL WALL AHEAD	Designation	D-1	D-3	D-5	D-7.5	D-10
		Minimum	29'7"	33'8"	33'8"	36'2"	44'4"
		Preferred	29'7"	33'8"	33'8"	36'2"	44'4"
E	On plummet from BOARD TO CEILING	Designation	E-1	E-3	E-5	E-7.5	E-10
		Minimum	16'5"	16'5"	10'8"	10'8"	13'2"
		Preferred	16'5"	16'5"	11'6"	11'6"	16'5"
F	CLEAR OVERHEAD behind and each side of plummet	Designation	F-1 E-1	F-3 E-3	F-5 E-5	F-7.5 E-7.5	F-10 E-10
		Minimum	8'3" 16'5"	8'3" 16'5"	9'1" 10'8"	9'1" 10'9"	9'1" 13'2"
		Preferred	8'3" 16'5"	8'3" 16'5"	9'1" 11'6"	9'1" 11'6"	9'1" 16'5"
G	CLEAR OVERHEAD ahead of plummet	Designation	G-1 E-1	G-3 E-3	G-5 E-5	G-7.5 E-7.5	G-10 E-10
		Minimum	16'5" 16'5"	16'5" 16'5"	16'5" 10'8"	16'5" 10'8"	19'9" 13'2"
		Preferred	16'5" 16'5"	16'5" 16'5"	16'5" 11'6"	16'5" 11'6"	19'9" 16'5"
H	DEPTH OF WATER at plummet (minimum required)	Designation	H-1	H-3	H-5	H-7.5	H-10
		Minimum	11'2"	12'2"	12'2"	13'6"	14'10"
		Preferred	11'6"	12'6"	12'6"	14'10"	16'5"
J-K	DISTANCE AND DEPTH ahead of plummet	Designation	J-1 K-1	J-3 K-3	J-5 K-5	J-7.5 K-7.5	J-10 K-10
		Minimum	21'4" 10'10"	24'8" 11'10"	23'10" 11'10"	31'10" 13'2"	41' 14'
		Preferred	22'4" 11'2"	25'7" 12'2"	19'9" 12'2"	26'3" 14'6"	36'2" 15'7"
L-M	DISTANCE AND DEPTH each side of plummet	Designation	L-1 M-1	L-3 M-3	L-5 M-5	L-7.5 M-7.5	L-10 M-10
		Minimum	5' 10'10"	6'7" 11'10"	9'11" 11'10"	12'4" 13'2"	14'10" 14'
		Preferred	6'7" 11'2"	8'3" 12'2"	11'6" 12'2"	14'10" 14'6"	17'3" 15'7"
N	MAXIMUM SLOPE TO REDUCE DIMENSIONS beyond full requirements	Pool depth Ceiling Ht.	30 degrees 30 degrees	Note 1: Dimensions C (plummet to adjacent plummet) apply for platforms with widths as detailed. For wider platforms increase C by half the additional width(s). Note 2: All dimensions rounded up, even if only fractionally greater than the next lowest inch.			

Appendix E. CIRMA Parks and Recreation Self-Assessment

CIRMA Member Owned Member Governed	**Parks and Recreation Risk Assessment**	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 1: ADMINISTRATION					
1	Is there a written risk control or safety policy statement for the parks and recreation operation?				
2	Is there a Parks and Recreation employee handbook that outlines departmental policies and employee codes of conduct?				
3	Is there a written job description for all employees including seasonal and temporary?				
4	Is there a written job description for all volunteers?				
5	Hiring and selection process includes background and reference checks.				
6	Hiring process includes MVR checked for all staff with driving responsibility.				
7	Safety orientation and training provided for staff.				
8	Are volunteers provided with an orientation on safety and loss control?				
9	Returning employees have re-orientation.				
10	Specialized training for adventure events and attractions is provided.				
11	Is there a formal accident reporting and investigation program?				
12	Is there a formal citizen complaint system?				
13	Is there a formal training program for supervisors on risk control policies and procedures?				
14	Is there a representative from the Parks and Recreation Department on the town-wide Safety and Health Committee?				
15	Do managers and supervisors regularly review reported accidents to discuss possible prevention strategies?				
Comments:					
Section 2: RISK CONTROL PROGRAM					
16	Is the Park and Recreation Department included in and aware of their role in the municipal emergency preparedness plan?				
17	Is there a written Hazard Communication Program? (OSHA 1910.1200)				
18	Is there a written Lockout/Tagout Program? (OSHA 1910.147)				
19	Is there a written Park Inspection Program available?				
20	Is there a Return-to-Work Program for injured or ill employees?				
21	Is there a written Respiratory Program, if required?				
22	Has a hazard assessment been completed for each job to determine the protective equipment necessary? (OSHA 1910.132)				
23	Is there a policy concerning use of personal protective equipment?				
24	Is there a written Bloodborne Pathogen Program? (OSHA 1910.1030)				
25	Is a first-aid kit available at all Parks & Recreation grounds and events? (OSHA 1910.151)				

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 2: RISK CONTROL PROGRAM *- continued*					
26	Is safety performance part of every performance evaluation?				
27	Do you utilize release/waivers for all programs? **If yes, please attach.**				
28	Do you have a designated media contact? If yes, are they properly trained to handle requests?				
29	Do you utilize standard injury/medical incident forms? **If yes, please attach.**				
Comments:					
Section 3: BUILDING - EXTERIOR					
30	Are the exterior stairs and walkways free of slip/fall hazards?				
31	Are the parking areas/ramps and driveways free of slip/fall hazards?				
32	Are the exterior stairs provided with handrails that are in good condition? (NFPA 101)				
33	Is there adequate exterior lighting?				
34	Are there exterior fire escapes and are they maintained in good condition?				
35	Have dead, broken, or low level limbs been removed from trees in areas surrounding the building(s)?				
36	Is there a winter preparation program/policy in place for any exterior stairs, parking lots, and all walkways?				
Comments:					
Section 4: BUILDING - INTERIORS					
37	Are all exit doors properly marked with exit signs? (CT Fire Safety Code and NFPA 101)				
38	Are all NON-exit doors properly marked? (CT Fire Safety Code and NFPA 101)				
39	Do exit doors have panic hardware or locks that meet standards? (CT Fire Safety Code and NFPA 101)				
40	Are all doorways free of obstructions? (CT Fire Safety Code and NFPA 101)				
41	Are stairways equipped with non-slip surfaces?				
42	Are the stairway handrails properly secured?				
43	Are the stairways free of storage and obstructions at all times? (CT Fire Safety Code and NFPA 101)				
44	Is there emergency lighting throughout the facility and is it checked on a regular basis? (CT Fire Safety Code and NFPA 101)				
45	Is the heating/AC room free of storage?				

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 4: BUILDING - INTERIORS *- continued*					
46	Do the heating/AC systems have documented preventive maintenance performed, including filter changes at manufacturer's recommended intervals?				
47	Are all-electrical panels closed, have clearance of at least three feet and have a record of what the panel services? (OSHA 1910.303)				
48	Has the electrical system been inspected in the past five years by a licensed inspector for load demand and grounding?				
49	Are GFCI's installed in all wet areas, especially garages, by sinks, water fountains and bathrooms?				
50	Is the housekeeping, ventilation, and lighting adequate?				
51	Does kitchen equipment have operational emergency shut-off controls?				
52	Does the kitchen have an exhaust/hood system? (NFPA 96)				
53	Is the fire extinguishing system checked regularly? (NFPA 96)				
54	Are all fire extinguishers checked monthly and serviced annually? (OSHA 1910.157)				
55	Are employees trained in the use of extinguishers?				
56	Is the building equipped with smoke/heat detectors which activate a central alarm?				
57	Are fire drills conducted regularly?				
58	Is the emergency/fire alarm system operational and checked on a regular basis?				
59	Are compressed gas cylinders properly stored, secured, and marked? (OSHA 1910.101)				
60	Are there eye wash stations and emergency showers available? (OSHA 1910.151)				
61	Are flexible cords (extension cords) in any areas as a substitute for permanent wiring? (NEC 400-8)				
62	Are regular safety/Hazard Assessment inspections conducted on all equipment, vehicles, and building facilities?				
63	Are the safety/Hazard Assessment inspections documented and kept on record?				
64	Are pesticides separated from other materials and stored in a cool, well ventilated storage area?				
65	Are safety rules distributed and posted for all recreational programs?				
Comments:					

	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
	Section 5: PARK SAFETY AND SECURITY				
66	Do parks have adequate lighting where necessary (such as around buildings, parking lots, or walkways)?				
67	If applicable, are town ordinances posted in clear and visible areas to control alcohol use at parks/grounds?				
68	Appropriate town ordinances are posted in all parks.				
69	Traffic speed limit is posted throughout recreation areas.				
70	After hour police patrols or contract security are provided.				
	Comments:				
	Section 6: SPECIAL EVENTS				
71	A formal Facility Use contract is implemented with all 3rd parties utilizing parks or recreational facilities. This contract includes requirements for insurance coverage and a hold harmless clause. A copy of the 3rd party's insurance contract is maintained on file for at least 3 years.				
72	Special event application required for outside groups planning special event.				
73	Process in place to review special event applications, approve/disapprove.				
74	Special event preplanning includes public safety review.				
75	Life safety policies and procedures for special events (fairs, festivals, tournaments, concerts) are in place.				
76	There are adequate exits and crowd control at events and attractions.				
77	The appropriate amount of staffing required is considered prior to all special events.				
	Comments:				
	Section 7: PARKS & PLAYGROUNDS				
78	Can playgrounds be reached safely on foot or by bicycle?				
79	Are parking and driving areas separated from the pedestrian and waiting zones?				
80	Are parks/grounds ADA accessible?				
81	Are there an appropriate number of handicap parking spaces and do they meet the Building Code requirements?				
82	Is the site clean and well maintained?				
83	Are parks/grounds regularly assessed for cleanliness?				
84	Are site cleanliness assessments documented and kept on record?				
85	Are there rules and informational signs about the park and the equipment?				
86	Is sign information presented in both graphic and written forms?				

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 7: PARKS & PLAYGROUNDS *- continued*					
87	Is the play area free of vandalism?				
88	Is there a written policy or procedures to quickly remove/repair vandalism after being reported?				
89	Is the use of pesticides/herbicides avoided in the play area?				
90	Is there sufficient resilient material around the playground equipment?				
91	If applicable, are restrooms in good condition and are they well maintained?				
92	Are restrooms regularly assessed for cleanliness?				
93	Are restroom assessments documented and kept on record?				
94	Are pathways clear of obstructions, such as rocks and roots?				
95	Is there adequate drainage in the play areas and pathways?				
96	Are there picnic tables, what is the condition of these tables and are the tables repaired as needed?				
Comments:					
97	Is all playground equipment in good condition without sharp edges, protruding nails or bolts, without rust and well maintained?				
98	Is all playground equipment and all nearby objects assessed for maintenance and safety on a regular basis?				
99	Is there at least one staff person who is a certified playground inspector?				
100	Playground equipment and surfacing has been audited against CPSC Guidelines, and ASTM 1487.				
101	Toddler playground equipment is separated from equipment for older children. Age appropriate signage is present on all playgrounds.				
102	Non-conforming playground equipment has been identified and removed.				
103	Defective playground equipment is placed out of service or removed.				
104	All inspections and repairs of playground equipment are documented.				
105	Is the landscape in good condition, mowed during the season with no high brush, and holes filled when found or the department notified by citizens?				
106	Are there beach, swimming, or water park facilities?				
107	Are there lifeguards assigned during open hours? If not- or during closed hours- is signage clearly posted indicating No Lifeguard On Duty?				
108	Is there ice-skating or sledding during the winter months?				
109	If applicable, is ice and sledding terrain assessed for safety on a regular basis during winter months?				
110	Are ice and/or sledding terrain safety assessments documented and kept on record?				
111	If an ice or sledding terrain hazard is identified, are warnings posted or is signage posted prohibiting ice skating or sledding when needed?				

	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
	Section 7: PARKS & PLAYGROUNDS *- continued*				
	Comments: ***Attach a copy of the summer camp overview and staff orientation agenda***				
	Section 8: HEALTH AND SANITATION				
112	A written housekeeping policy or procedure is established and utilized for Health and Sanitation concerns.				
113	Health department makes regular inspections of food service facilities, pools, locker rooms, and elsewhere when necessary.				
114	A written policy / procedure is established for handling Health and Sanitation recommendations or complaints.				
115	All recommendations, assessments, and/or complaints in regards to Health and Sanitation are documented and kept on record.				
	Comments:				
	Section 9: LOCKER ROOM				
116	Are policies and procedures in place to protect locker room users' privacy?				
117	Are specific employees assigned responsibility for cleaning and supervising the locker room(s) area?				
118	Are locker rooms assessed for safety and cleanliness on a regular basis?				
119	Are all locker room assessments documented and kept on record?				
120	Is the floor free of debris, loose equipment, and other hazards?				
121	Are procedures in place to prevent standing water and puddles?				
122	Are slip resistant mats strategically placed in areas where people move/change?				
123	Are floor drains working properly?				
124	Are showers functioning properly and well maintained?				
125	Do showers have anti-scald valves/guards limiting the temperature of delivered water?				
126	Are soap dispenser working properly (not dripping) and well maintained?				
127	Is non-skid paint or other non-slip flooring utilized to reduce slipping?				
128	Are locker units assessed for any protruding metal or jagged parts?				
129	Are sinks, toilets, and other fixtures operating properly?				
130	Are ADA accessibility guidelines met?				
131	Are there any broken tiles or dirty areas where germs can grow?				
132	Are benches and lockers properly secured to prevent them from falling?				

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 9: LOCKER ROOM *- continued*					
133	Are benches free from splinters?				
134	Are trash receptacles clean, visible, and frequently emptied?				
135	Is there a written policy or procedure in place for assessing and handling mold and/or mildew in locker rooms?				
136	Are locker rooms assessed for mold or mildew on a regular basis?				
137	Are mold / mildew assessments documented and kept on record?				
Comments:					
Section 10: WEIGHT ROOM					
138	Is there a written policy or are procedures established for conducting safety/hazard assessments in weight room facilities?				
139	Are safety assessments performed on a regular basis?				
140					
141	Is all equipment maintained in good condition?				
142	Are all pulleys and/or wires maintained in good condition?				
143	Is each unit checked every day?				
144	Are units positioned so there is enough room between all units for people to move?				
145	Are units far enough away from walls and mirrors that someone falling will not hit themselves against the wall/mirror?				
146	Are areas kept clear of personal property/debris that can trip someone?				
147	Are posters clearly posted to provide instruction on using equipment?				
148	Are safety collars available and in good working conditions?				
149	Are free weights and other equipment cleared and placed back on the racks at regular intervals if patrons do not put the weights backs themselves?				
150	Is a first-aid kit available and do signs show where it can be found?				
151	Are all mirrors in the facility made with shatter resistant glass?				
152	Are any mirrors left cracked or broken without immediate repair?				
153	Are makeshift pieces of equipment from wood or other materials used for feet rests or other functions?				
154	Are employees trained in handling blood spills and other OSHA concerns?				
155	Are there cleaning supplies to wipe down equipment and padding?				
Comments:					

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 11: SWIMMING POOL					
156	Is there a written policy or procedures established for conducting safety or hazard assessments at pool facilities?				
157	Is the pool area and pool water assessed for cleanliness on a regular basis?				
158	Are all pool assessments documented and kept on record?				
159	Is the deck covered with any slip-resistant materials?				
160	Is the pool area kept free of debris and tripping hazards?				
161	Is the pool deck/area sanitary, clean, and in good repair?				
162	Is the pool water maintained at the proper PH level for sanitary purposes?				
163	Is the pool vacuumed/cleaned on a regular basis?				
164	Can the drain in the deep end be seen from outside the water?				
165	Is the pool drain cover properly secured?				
166	Is the pool water clear?				
167	Are all local and governmental safety standards met?				
168	Is there a fence around the pool that meets all government standards?				
169	Are all chemicals properly stored and labeled?				
170	Are employees properly trained on how to use pool chemicals?				
171	Are all electrical outlets far from the water or utilize GFIs?				
172	Is the pool light properly grounded?				
173	Are appropriate warning signs prominently placed around the pool?				
174	Is a first-aid kit available and do signs show where it can be found?				
175	Are employees trained in handling blood spills and other OSHA concerns?				
176	Are “Lifeguard On Duty” signs accurate and prominently posted?				
177	Are pool ladders and steps properly secured and maintained in good shape?				
178	Is the lifeguard stand in good shape and stable?				
179	Can the lifeguard stand be moved so that the lifeguard is not looking directly into the sun?				
180	Is the 1-meter diving standard in good shape and properly secured?				
181	Is the diving board properly secured and in good shape?				
182	Is non-slip coating or tape used on the steps to the diving board?				
183	Is loose equipment properly stored when pool facility is closed or when necessary?				
184	Are any portable bleachers in good shape?				
185	Are there any sharp points in the pool such as peeling paint?				
186	Is there appropriate rescue equipment such as rescue poles, ropes, ring buoys, and a line hook with 12-foot pole?				
187	Is there a secured safety line?				

	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
	Section 11: SWIMMING POOL *- continued*				
188	Are there rescue lines and are they in good shape?				
189	Is there an emergency phone available around the pool?				
190	Does the pool facility have a backboard with a cervical collar?				
	Comments:				
	Section 12: GYMNASIUM				
191	Is there a written policy or procedures established for conducting safety or hazard assessments at gymnasium facilities?				
192	Are gym facilities assessed for safety and cleanliness on a regular basis?				
193	Are all safety, cleanliness, and/or hazard assessments documented and kept on record?				
194	Are the playing surfaces free of any defects?				
195	Is there any buckling, loose sections, or water spots on the wood?				
196	Are there any weak or warped boards?				
197	If it is a non-wood floor are there any exposed seams?				
198	Are plugs for volleyball and badminton standards flush with the floor?				
199	Is the floor properly waxed/sealed on a regular basis to prevent bare spots/slick areas?				
200	Are there any broken windows or doors at the facility?				
201	Is there any safety glass, or similar glass, in doors/windows around the gym?				
202	Is there adequate padding behind basketball baskets and other appropriate areas?				
203	Is the padding thick enough and cleaned on a regular basis?				
204	Is there appropriate padding on the backboard?				
205	Is the basketball net and other sport nets in good shape?				
206	Are there any metal slivers on the rim?				
207	Are the cables supporting the baskets regularly checked?				
208	Are light fixtures flush with the wall?				
209	Are there any leaks in the roof?				
210	Are there any loose cables dangling from the ceiling that can cause a hazard?				
211	Are all the lights kept on and providing the appropriate foot-candle of lighting?				
212	Are light shields in place to protect bulbs?				
213	Are all safety/emergency signs properly illuminated and in visible locations?				
214	Is all equipment properly installed/secured (especially standards for volleyball and cables for gymnastics)?				

CIRMA Member Owned Member Governed	Parks and Recreation Risk Assessment	Not Applicable	Yes	No	In Progress
	Please indicate selection by marking appropriate box with an "X"				
Section 12: GYMNASIUM *- continued*					
215	Is there a written policy or procedures established for conducting safety or hazard assessments on bleachers?				
216	Are all bleachers assessed on a regular basis and maintained in proper condition?				
217	Are all assessments and/or maintenance on bleachers documented and kept on record?				
218	Are bleachers in good shape?				
219	Are all mechanisms for moving bleachers in good repair?				
220	Are there adequate guardrails on the side of the bleachers?				
221	Are there policies that control opening and closing manual/electric bleachers?				
222	Are the benches free of any debris?				
223	Is there appropriate ventilation and airflow throughout the facility?				
224	Is there a first-aid kit available and do signs show where it is?				
Comments:					

Appendix F. Additional Resources

Chapter 1 – Principles of Risk Management

- *CIRMA Best Practices Manual for Risk Transfer*
- *Legal Liability in Recreation and Sport*, Second Edition, Bruce B. Hronek, MLS and John O. Spengler, J.D., PH.D., Sagamore Publishing
- *Management of Park and Recreation Agencies*, Second Ed., Betty van der Smissen, Merry Moiseichik and Vern J. Hartenburg, National Recreation and Park Association
- *Managing Recreation, Parks and Leisure Services: An Introduction,* Christopher R. Edginton, Susan D. Hudson and Samuel V. Lankford, Sagamore Publishing.

Chapter 2 – Employees and Volunteers

- *CIRMA Best Practices Manual for Health and Safety Committees*
- *CIRMA Best Practices Manual for Liability-Auto-Property Incident Reporting*
- *CIRMA Best Practices Manual for Workers' Compensation Accident Reporting and Investigation Program*

Chapter 3 – Buildings and Facilities

- *CIRMA Best Practices Manual for Fleet Safety Programs*
- *CIRMA Best Practices Manual for Municipal Construction Projects*
- *CIRMA Best Practices Manual for Risk Transfer*

Chapter 4 – Recreation Programs

- American Academy of Family Physicians, www.aafp.org
- American Camping Association (ACA), www.acacamps.org
- American College of Sports Medicine (ACSM), www.acsm.org
- American Heart Association, www.americanheart.org
- American Society for Testing and Materials (ASTM), www.astm.org
- CIRMA Best Practices Manual for Municipal Golf Courses
- CIRMA Best Practices Manual for Skate Parks
- Consumer Product Safety Commission (CPSC), www.cpsc.gov
- Directing Youth Sports Programs, Rainer Martens, Human Kinetics
- National Athletic Trainers Association (NATA), www.nata.org
- National Collegiate Athletic Association (NCAA), www.ncaa.org
- National Center for Sports Safety, www.sportssafety.org
- National Federation of High School Sports (NFHS), www.nfhs.org
- National Outdoor Leadership School (NOLS), www.nols.edu
- National Recreation and Park Association (NRPA), www.nrpa.org

Chapter 5 – Playgrounds

- American Society for Testing and Materials – www.astm.org
- Consumer Product Safety Commission – www.cpsc.gov
- International Play Equipment Manufacturers Assoc. – www.ipema.org
- National Recreation and Park Association - www.nrpa.org

Chapter 6 – Aquatics

- CIRMA's *Aquatics Best Practices Guide*
- The American Red Cross – www.redcross.org
- The Center for Disease Control and Prevention – www.cdc.gov
- Ellis and Associates – www.jellis.com
- The Federation Internationale de Natation Amateur (FINA) – www.fina.org
- The International Lifesaving Federation – www.ilsf.org
- The National Collegiate Athletic Association (NCAA) – www.ncaa.org
- The National Federation of State High School Associations (NFSHSA) – www.nfhs.org
- USA Diving – www.usadiving.org

Chapter 7 - Emergency Action Plans

- The Centers for Disease Control and Prevention (CDC), www.cdc.gov
- The Federal Emergency Management Association (FEMA), www.fema.gov
- The Occupational Health and Safety Administration (OSHA), www.osha.gov

Chapter 8 - Security

- Boys and Girls Clubs of America, www.bgca.org
- Centers for Disease Control and Prevention (CDC), www.cdc.gov
- Little League Baseball, www.littleleague.org
- National Alliance for Youth Sports (NAYS), www.nays.org
- Pop Warner Football, www.popwarner.org

Parks & Recreation programs preserve history, open space, and build community life.

These CIRMA guidelines will help you understand and implement best practices for parks and recreation programs and serevices. These guidelines discuss the risks associated with maintaining and operating many types of parks, playgrounds, and aquatic facilities.

- Risk management process and best practices for Parks & Recreation programs.
- Employment practices and managing the risk of volunteers.
- Risk transfer techniques and program participants, facilties usage and tenant-users.
- Facilities design and maintenance best practices.
- Emergency action planning.
- Security.

CIRMA's Risk Management best practices and programs help local public entities to better manage risk, reduce losses, and provide more efficient public services.

> *“Parks and recreation facilities provide opportunities for people to be active and stay healthy: therefore it is essential to their mission that they are a safe environment.”*

CIRMA
Member Owned
Member Governed

CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY
545 Long Wharf Drive, 8th Floor, New Haven, CT 06511
Telephone 203-946-3700 | Email cirma@ccm-ct.org
www.CIRMA.org

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0268 **Agenda Date:** 4/16/2024 **Agenda #:** 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
Any Old Business proper to come before the Committee

Background:

Department Comment/Recommendation:

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0342 **Agenda Date:** 4/16/2024 **Agenda #:** 1.

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0341 **Agenda Date:** 4/16/2024 **Agenda #:** 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
MOTION to approve uses for the Ledyard Senior Center ARPA Funds.

Background:

Department Comment/Recommendation:

CLUFF'S INC. DBA
CLUFF CARPET ONE FLOOR & HOME
118 CROSS ROAD
WATERFORD, CT 06385
Telephone: 860-447-0383 Fax: 860-443-8958

ES300905

QUOTE

Sold To	Ship To
TOWN OF LEDYARD 12 VAN TASSEL DR. GALES FERRY, CT 06335	TOWN OF LEDYARD 12 VAN TASSEL DR. GALES FERRY, CT 06335

Quote Date	1ele #1	PO Number	Quote Number
10/06/23	860-464-0478	MATERIAL ONLY	ES300905

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
54978	MEND - 24X24	WRAPPED	1,823.89	SF	3.06	5,581.09
N5000	LOKWORX+ CARPET TILE ADHESIVE	4 GALLON	3.00	EA	113.00	339.00
2JCBXX44	TRADITIONAL VINYL COVE BASE - 4" X 4' X .080GA	TO BE DETERMINED	416.00	LF	0.85	353.60
2J96030C	JOHNSONITE 960 - 30 OZ CART	COVE BASE ADHESIVE	6.00	EA	8.51	51.06
CTA-XX-A	CARPET TO RESILIENT	TO BE SELECTED	24.00	LF	1.25	30.00

This quote is for material only and is to be picked up @ Cluff Carpet One once it arrives.

— 10/06/23 — 3:08PM —

Sales Representative(s):
CASSANDRA
BILL

THIS QUOTE IS VALID FOR 30 DAYS. SEE PAGE 2 FOR TERMS & CONDITIONS; SIGN AND DATE TO ACCEPT.

Material:	6,354.75
Service:	0.00
Misc. Charges:	0.00
Sales Tax:	403.53
Misc. Tax:	0.00
QUOTE TOTAL:	**$6,758.28**

Series 240: Residential/Commercial Accordion Doors

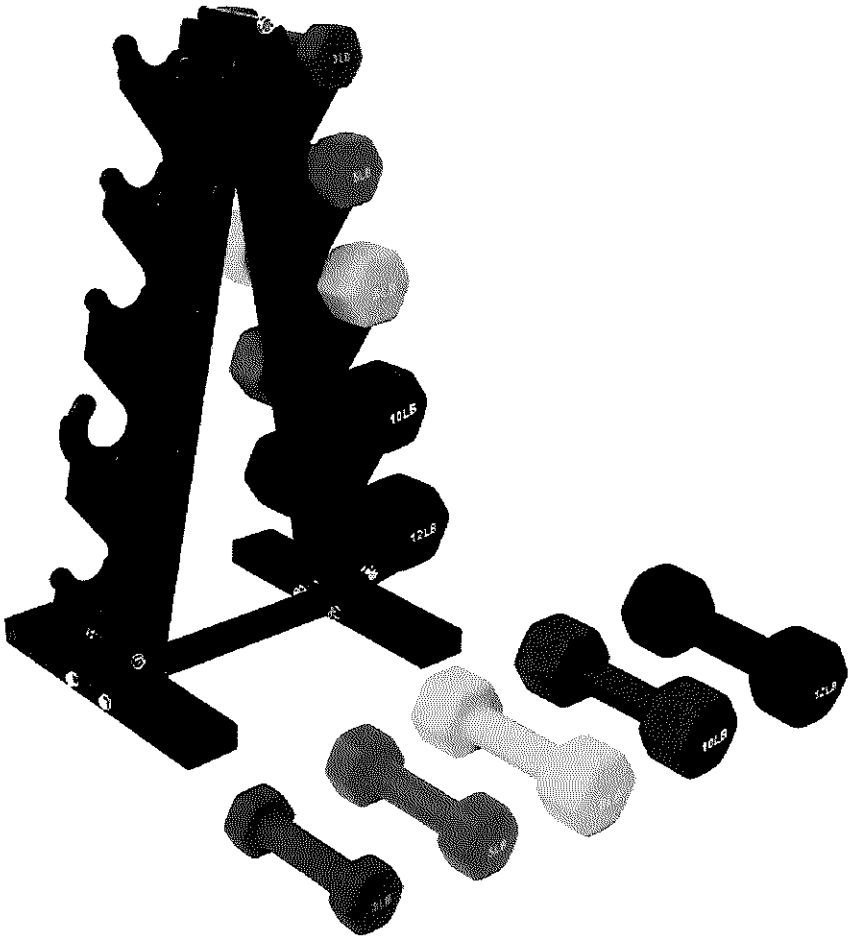
Series 240: Residential/Commercial Accordion Doors

Product Item Number 240

No other accordion door on the market matches the flexibility of Woodfold's Series 240 doors, and no other is specified more often. Whether added to residential, commercial, institutional or industrial settings, this Series delivers the high-use durability needed to successfully reconfigure space in homes, offices, schools, restaurants – all in stunning style. As you'd expect, options abound: curvable tracks, locks, latches, multiple meeting posts, plus finishes ranging from natural hardwoods, Vinyl-Lam, custom paint or stains, even applied murals. Durability, however, is not optional. Series 240 features Woodfold's exclusive steel hardware system that assure flawless performance. For good.

Series 240 Product Specifications

- Panels: 4¼" wide by ¼" thick; available in Vinyl-Lam and hardwood veneer faces front and back
- Panel Connectors: Flexible vinyl, color-coordinated to panel selection
- Track: 1-1/8"x 1" aluminum, dark bronze clear or gold finish; curvable option available



BalanceFrom

BalanceFrom Fitness 3, 5, 8, 10 & 12 Pound Dumbbell Weight Set with Stand

★★★★☆ (4.7) 15 reviews

$197.99

$19/mo with affirm Learn how

Price when purchased online

− 1 added +

How you'll get this item:

Shipping	Pickup	Delivery
Arrives tomorrow	Not available	Not available
Free		

Gales Ferry, 06335 Change

Arrives by **Tomorrow** | More options

Sold and shipped by **Spreetail** | Pro Seller

★★★★☆ 26974 seller reviews

View seller information

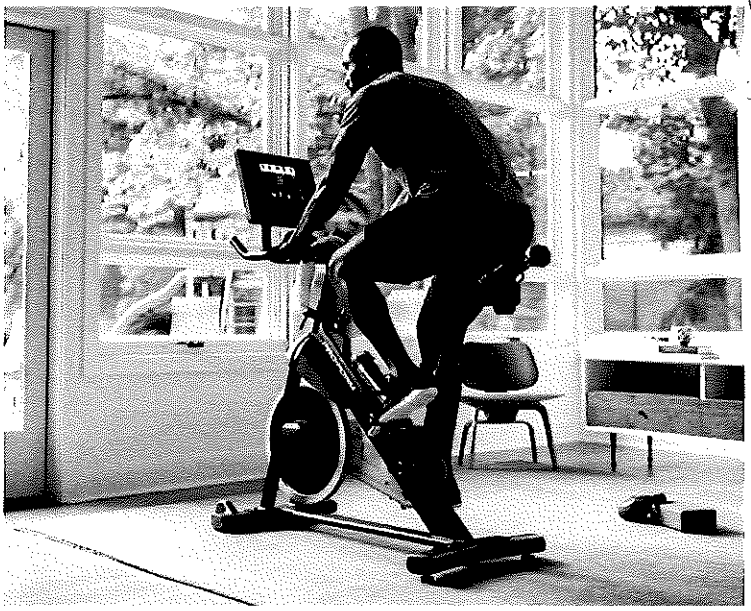
Free 30-day returns Details

+

Studio Bike Pro

on us.

3-year Pro Membership Required [1]



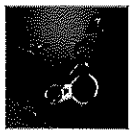
Two ways to pay:

(select at checkout)

$39 /mo [1]
for **36 mos.**
Learn more

OR

$1,404
one-time payment
$2,700 value



BUY NOW

Bring the full training experience to your home.

iFIT trainers adjust the equipment for you, changing resistance as you workout.

Choose from thousands of interactive studio classes and outdoor workouts led by professional trainers.

3-Year iFIT Pro Membership gets you all the benefits of a personal trainer at home.

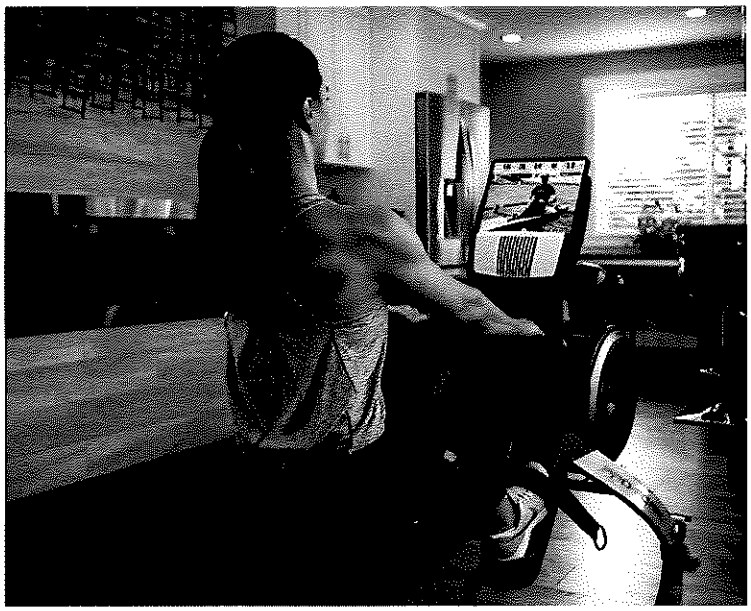
A credit/debit card is required to activate this offer. iFIT membership will automatically renew at then-current rates (currently $396 USD per year) plus tax after 3 years, unless canceled in advance.

See all specs

Free shipping

30-Day Return Policy
Learn More

Pro 750R Rower



Two ways to pay:

(select at checkout)

$59 /mo 0% APR for 12 Months[1]

Learn More

OR

$699

BUY NOW

Bring the full training experience to your home.

Indoor rowing studio in your home with iFIT.

Stream outdoor workouts around the globe wi trainers.

Trainers automatically adjust the resistance as you go.

Discover an ever-growing library with thousan of workouts.

Includes a 30-Day iFIT Trial for a full 30 days o streaming of Live Events, on-demand Global Workouts and Studio Classes ($39 value on us

iFIT experience shown. WiFi required. Credit Card required fo activation. iFIT membership auto-renews for $39/Mo plus tax unless cancelled in advance. New memberships only.

See all specs

Spring Selloff Sale! Take 15% off your order through Friday 4/12. Use code SPRINGSALE15 at checkout.

(https://www.americanfloormats.com)

FREE SHIPPING
CLICK FOR DETAILS

PRICE MATCH
GUARANTEE

CONTACT | ACCOUNT (/ACCOUNT/) | CART 7 (/CART/)

YOUR CART

#4804842

(/rubber-roll-mattin[redacted]

Rubber Roll Matting (/rubber-roll-matting/)

Size: 3/8" Thick - 10% Color
4' Wide x 15' ~ 60 sq ft
Color: 10% Blue

- 5 + @ $132.60 $663.00

delete

Add **Rubber Flooring Beveled Edge Ramps** to this order!
(Click for details)

(/floor-mat-anchor-tabs/)

Floor Mat Anchor Tabs (/floor-mat-anchor-tabs/)

Standard Size: 12-Pack Sticky Tabs

- 2 + @ $9.45 $18.90

delete

10% OFF

Roll over image to zoom in

6 VIDEOS

CAP Barbell Flat Weight Bench Color Series

Visit the CAP Barbell Store

1,969 | Search this page

List Price: ~~$69.99~~ Details
Price: $65.32
FREE Returns
You Save: $4.67 (7%)

Available at a lower price from other sellers that may not offer free Prime shipping.

Buying multiple items? Go to multi-select

Color: **Red**

$54.13 | $55.64 | $54.49 | $54.73
$65.32 | $55.47 | $65.32

Brand	CAP Barbell
Item Weight	18.8 Pounds
Color	Red
Product Dimensions	42.5"D x 18"W x 19"H
Frame Material	Alloy Steel
Weight Limit	500 Pounds

About this item

- SPECS – Assembled dimensions of this bench are 42.5" L x 18" W x 19" H. The recommended weight capacity is 500 lbs, which includes the user. Includes a 30-day manufacturer warranty.
- COMFORT AND STYLE – The durable box stitched padding offers a firm yet comfortable surface while performing exercises. The steel tube frame features a RED durable powder coat finish for maximum durability. Customize your home gym with our color series!
- VERSATILE – Perform dumbbell, body weight or core exercises on this bench.
- TRUST – Trust experience. CAP has been a pioneer in the fitness industry for over 30 years. Chances are, if you have ever worked out before, you have probably used a CAP product.
- Sport type: Weightlifting

Buy new: $65.32

FREE Returns

FREE delivery **Monday, April 22.** Order within 7 hrs 50 mins

Deliver to Town - Gales Ferry 06335

Available to ship in 1-2 days

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Ships from and sold by Amazon.com.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

This item has been tested to certify it can ship safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced the weight of outbound packaging per shipment by 41% on average, that's over 2 million tons of packaging material.

Save with Used - Like New
$51.82
FREE delivery **Monday, April 22**

Or fastest delivery **Thursday, April 18.** Order within 14 hrs 5 mins

Ships from: Amazon
Sold by: Amazon Warehouse

CLOSE

Quote Details

Print

Quote Number: 244486378

Billing Address
Courtney Sizer
Ledyard Parks and Recreation
12 VAN TASSEL DR
GALES FERRY, CT 06335
Phone 860-464-9112

Shipping Address
Courtney Sizer
Ledyard Parks and Recreation
12 VAN TASSEL DR
GALES FERRY, CT 06335
Phone 860-464-9112

Qty	Product Description	Availability	Delivery Address	Price	Total Price
1	Insignia™ - 17 Cu. Ft. Garage Ready Convertible Upright Freezer with ENERGY STAR Certification - White **Catalog** Business **Item** BB21195837 **Manufacturer** NS-UZ17WH0	Usually ships in 3 - 5 days	**Shipping Address** Ship to my address	$699.99	$699.99

Product Total:	**$699.99**
Custom Delivery:	$50.00
Tax:	$47.62
QUOTE TOTAL:	**$797.61**

Expiration Date
- 04/01/24

Shipping Method(s)
- (Instructions:)

Payment Type
- null null

Best Buy For Business is pleased to provide the quote you requested. We realize you have numerous options for procuring IT Products and appreciate that you contacted us. We will honor the prices on this quote through the expiration date identified above.

Given the rapid change in technology and product availability, Best Buy For Business cannot guarantee all the items on this quote will be available for purchase in the future. In that case, we will work together to make changes or modifications to your quote or order.

Thank you for partnering with Best Buy For Business on this opportunity.

The terms and conditions ("Terms") set forth herein constitute the agreement of Best Buy to sell to Client, and Client to purchase from Best Buy, products ("Products") and any associated services ("Services") and are binding on all Best Buy Business™ clients ("Clients"). Client accepts these Terms by making a purchase from or placing an order with Best Buy Business or shopping on the Best Buy Business website www.bestbuy.com/BusinessTerms ("Site"). For clarification, references to "You," "Client" or "customer" means business customer. Except in those instances where Best Buy Business and a Client enter into a separate written contract for the purchase of Products and/or Services providing for separate terms of sale, these Terms will apply. THESE TERMS ARE LIMITED TO THOSE CONTAINED HEREIN. BEST BUY HEREBY REJECTS AND WILL NOT OTHERWISE BE BOUND BY ANY ADDITIONAL OR DIFFERENT TERMS IN ANY FORM DELIVERED BY YOU TO BEST BUY, WHETHER ORAL, WRITTEN, ELECTRONIC OR IMPLIED. PURCHASE ORDERS ARE FOR ADMINISTRATIVE PURPOSES ONLY.

Best Buy Business offers products that may not be available at our retail stores. Product pricing, availability and offers may vary from our retail stores. BEST BUY, the BEST BUY logo, the tag design, GEEK SQUAD, BEST BUY BUSINESS and the BEST BUY BUSINESS logo are trademarks of Best Buy. © 2024 Best Buy. All Rights Reserved.

ARPA FUNDS - Presentation | My Cart | Blain's Farm & Fleet | Top Row Machines for Sale | | BalanceFrom Fitness 3, 5, 8, 1 | Rubber Rolls - Rubber Floorin | Shipping - Folding Chairs 4 Li

foldingchairs4less.com/checkouts/cn/Z2NwLXVzLWVhcSQxOjAxSFY2VDJONURUUDozOTQ0OVExQUY5MEVF/shipping

Finish update

Folding Chairs 4 LESS

Cart > Information > Shipping > Payment

Contact	courtney@ledyardrec.org	Change
Ship to	12 Van Tassel Drive, Ledyard CT 06335, United States	Change

Shipping method

LTL XPO LOGISTICS FREIGHT INC. (LTL)	$275.35

< Return to information

Continue to payment

Privacy policy

5 6-Foot Round Plastic Folding Table $805.50

Discount code Apply

Subtotal	$805.50
Shipping	$275.35
Estimated taxes	$68.63
Total	USD **$1,149.48**

Shopping Cart

Cosco
Premium Vinyl Padded Metal Folding Chair
Blain # 1444989

($29.99 ea) **$299.90**

− 10 +

Remove

Drive Thru Pickup
Set your store to check availability
Add a Local Store

Ship It
Expect it to arrive on **Thu 4/18**

SOQ-1165186

http://www.stackchairs4less.com/
(855) 307-3860

Stack Chairs 4LESS™

Via Regular Mail:
BELNICK INCOMING ACCOUNT X9872
P.O. Box 736385
Dallas, TX 75373-6385

Via Overnight Delivery:
JPMORGAN CHASE (TX1-0029)
Attn: BELNICK INCOMING ACCOUNT X9872 AND 736385
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Make Check Payable To Belnick Retail LLC
Please allow up to 10 days for check processing

Quote Information

Quote Number	SOQ-1165186	**Created Date**	3/25/2024
Sales Rep	Benita Johnson	**Sales Rep Email**	benitajohnson@belnickinc.com

Customer Contact Information

Account Name	Ledyard Senior Citizens Center	**Phone**	(860) 464-0471
Contact Name	Courtney Sizer	**Email**	courtney@ledyardrec.org

Customer Address Information

Bill To	Ledyard Senior Citizens Center 12 Van Tassel Dr GALES FERRY, CT 06335	**Ship To**	Ledyard Senior Citizens Center 12 VAN TASSEL DR GALES FERRY, CT 06335

Quantity	*Item Description*	*$ Unit Price*	*$ Extended Price*
78	***BT-515-1-VINYL-GG*** ***Tania Comfort Black Vinyl Stackable Steel Side Reception Chair***	***$ 47.49***	***$ 3704.22***
10	***BT-516-1-VINYL-GG*** ***Tiffany Comfort Black Vinyl Stackable Steel Side Reception Chair with Arms***	***$ 44.05***	***$ 440.50***
		Sub Total	***$ 4144.72***

	Discount	***$ 25***
	Shipping & Handling	***$ 439.11***
Liftgate CallBeforeDelivery	***Tax***	***$ 289.49***
	TOTAL DUE	***$ 4848.32***

Please review your quote thoroughly and verify that all shipping and product information is correct. By approving this quote, you are *acknowledging* that all information is accurate, including your shipping address and products requested.

Please note the following:

- Many of our products are packaged ready to assemble allowing smaller orders to ship via FedEx or UPS
- Large orders will ship via freight carrier and will not include inside delivery services (pallets will be unloaded curbside)
- If inside delivery service is required, please communicate this requirement with your sale representative at the time of purchase as additional charges will apply
- Any changes requested (address, items, or quantity discrepancies, etc.) will require a new quote
- The quoted shipping charges are guaranteed for 30 days though product pricing is subject to change at any time
- All purchase orders are subject to approval, please reach out to your representative to see if your organization is eligible for use of Net 30 terms.
- The following payment methods are accepted: card by phone, check by mail, wire, or ach. Please note certain restrictions may apply for card payments and another form of payment may be required.

To place an order, please contact your sales representative. If submitting a PO, please submit this form with your purchase order and fax it to (770) 721-8381 or email DTCSales@theubiquegroup.com .

TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0269 **Agenda Date:** 4/16/2024 **Agenda #:** 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
Any New Business proper to come before the Committee

Background:

Department Comment/Recommendation: