

Medford Parks and Recreation Department



Recreation Aquatics Division Supplemental Handbook and Policy Manual

Revised March 31, 2010

Emergency Action Plan

Hawthorne Pool and Jackson Pool

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

PHONE PROCEDURES

1. Call 911

- 2. Give 911 operator requested information:**
- **TYPE OF EMERGENCY – Police, Fire, Medical**
 - **HAWTHORNE POOL PHONE NUMBER – 774-2491**
 - **HAWTHORNE POOL ADDRESS – 501 E. MAIN**
 - **WHERE TO ENTER POOL – Enter though side gate on Westside of the pool, (nearest Bear Creek/ Interstate 5)**
- 3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.**
- 4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.**
- 5. If possible, after dispatcher releases you contact:**

<u>Title</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Recreation Supervisor	Sue McKenna	774-2484	301-0743 cell
Recreation Superintendent	Rich Rosenthal	774-2483	840-1893 cell
Parks and Rec. Director	Brian Sjothun	774-2401	531-3760 cell
Parks Superintendent	Dobey Elliott	774-2651	840-8607 cell
Parks Supervisor	Jim Dix	774-2689	531-2552 cell
Parks Supervisor	Greg McKown	774-2657	840-3714 cell

- 6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.**

POLICE NON EMERGENCY 770-4783

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

**DRY CHLORINE
EMERGENCIES**

SIGNS

EFFECTS OF EXPOSURE:

- EYES:** Severe irritation (redness, swelling and or burns)
- INHALATION:** Shortness of breath, wheezing, choking, chest pains and impairment of lung function.
- INGESTION:** Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration
- SKIN:** Severe irritation, redness, swelling, burns, and scab formation.

1. CALL 911

ACTION

2. Activate following EMS Procedure

- EYES:** Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
- INHALATION:** Remove victim to fresh air.
- INGESTION:** Immediately have victim drink large quantities of water. **DO NOT** induce vomiting. **DO NOT** give anything by mouth if the person is unconscious or if having convulsions.
- SKIN:** Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned before re-use.

NOTE: *Only authorized maintenance staff may handle dry chlorine*

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

MAJOR FIGHTS

A SITUATION THAT:

SIGNS

- Involves a weapon
 - The Staff is unable to control with the situation
 - Involves large numbers of people.
 - Involves Adults and/or Children
-

ACTION

1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

AQUATIC EMERGENCIES

NON SWIMMER

- Looks afraid, head tilted back, arms flapping, may not be using legs.
- Is usually in a diagonal or vertical position
- May or may not call out for help.

DISTRESSED SWIMMER

- May be able to call for help
- Tired, usually able to keep head above water, but unable to move in any direction
- May quickly develop into a drowning situation if not assisted promptly
- Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this, be prepared to assist.

SIGNS

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **CLEAR THE AREA OR POOL AS NEEDED**
 3. **APPROACH THE VICTIM-** Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:
 - Breathing and Pulse status
 - Call 911
 - You need assistance
 4. **If the patron is not breathing start CPR using the protective CPR mask.**
 5. **Call 9-911 in necessary**
"I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491"

ACTION

DO NOT DELAY THIS CALL, STAY ON THE LINE

6. **Send patron or staff member to meet the EMS and direct them to the Westside gate.**
7. **Continue to follow appropriate Emergency Response Procedures.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

MAJOR ACCIDENT

SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

Accident is beyond Basic First Aid

ACTION

1. **CALL 911**
A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek) of the pool.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

SPINAL INJURIES

SIGNS

- **Overprotective of their neck/back**
- **Complains of tenderness, pain, numbness or tingling in extremities**
- **Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing**
- **Impaired level of consciousness-dizziness, loss of balance, etc.**
- **Victim conscious and aware of what is going on around them.**

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491"

DO NOT DELAY THIS CALL, STAY ON THE LINE

- 2. A specifically designated person should meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek) of the pool.**
- 3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.**
- 4. Follow the Emergency Response Procedures posted by the phone.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

FIRE

SIGNS

- Smell Smoke and presence of smoke or flame
- Warm doors and or walls

ACTION

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
 3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need fire and police, we have a possible fire. This is (Your Name), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out of the area. Station a staff member near, but at a safe distance At all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.**
6. **Do not attempt to fight the fire.**
7. **Follow the Emergency Response Procedures posted by the phone.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

BOMB THREAT

SIGNS

- A phone call saying a bomb has been placed at the pool.
 - A usual package left unattended
-

ACTION

1. **SOUND ONE LONG WHISTLE BLAST**
2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need the police, we have a strange unattended package / or have received a bomb threat. This is (Your Name), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out of the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.**
6. **When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.**
7. **Follow the Emergency Response Procedures posted by the phone.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

**HEART ATTACK / RESPIRATORY
EMERGENCIES**

SIGNS

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical, we have a possible (describe problem). This is (*Your Name*), a staff member at Hawthorne Pool. We are located at 501 E. Main. Our phone number is 774-2491"

- 2. A specifically designated person should go out to meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek) of the pool.**
- 3. DO A PRIMARY SURVEY, CHECK ABC'S. If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.**
- 4. BEGIN CPR IF NECESSARY USING PROTECTING GLOVES AND MASK. If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR**
- 5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.**
- 6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.**
- 7. Follow the Emergency Response Procedures posted by the phone.**

ACTION

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

Equipment Breakdown

- 1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.**
- 2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.**
- 3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

Communicating With The Media

- 1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 774-2400, located at 411 W. 8th Street, Rm. 225, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.**
- 2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.**
- 3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.**

EMERGENCY ACTION PLAN

City of Medford Hawthorne Pool

After Incident Follow-up

- 1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.**
- 2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.**
- 3. Provide follow-up meetings' as needed depending on the severity of the incident.**
- 4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.**

**EMERGENCY ACTION PLAN
City of Medford Hawthorne Pool**

SEVERE WEATHER

SIGNS

- **Thunderheads**
- **Rain Clouds overhead**
- **Thunder or Lightning in the area**
- **High Winds**

ACTION

1. **If thunder and / or lightning is heard or seen, clear the pool immediately and notify Jackson Pool at 774-2490. Have all patrons and staff get indoors and off of the pool deck area.**
2. **Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.**
3. **Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.**
4. **Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.**
5. **If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 779-5990. If a serve storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

PHONE PROCEDURES

1. Call 911

2. Give 911 operator requested information:
- TYPE OF EMERGENCY – Police, Fire, Medical
 - JACKSON POOL PHONE NUMBER – 774-2490
 - JACKSON POOL ADDRESS – 815 SUMMIT AVE.
 - WHERE TO ENTER POOL – Enter though side gate of pool off of Clark St.
3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.
4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.
5. If possible, after dispatcher releases you contact:

Title	Name	Work Phone	Home Phone
Recreation Supervisor	Sue McKenna	774-2484	301-0743 cell
Recreation Superintendent	Rich Rosenthal	774-2483	840-1893 cell
Parks and Rec. Director	Brian Sjothun	774-2401	531-3760 cell
Parks Superintendent	Dobey Elliott	774-2651	840-8607 cell
Parks Supervisor	Jim Dix	774-2689	531-2552 cell
Parks Supervisor	Greg McKown	774-2657	840-3714 cell

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

POLICE NON EMERGENCY 770-4783

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

**DRY CHLORINE
EMERGENCIES**

SIGNS

EFFECTS OF EXPOSURE:

- EYES:** Severe irritation (redness, swelling and or burns)
INHALATION: Shortness of breath, wheezing, choking, chest pains and impairment of lung function.
INGESTION: Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration
SKIN: Severe irritation, redness, swelling, burns, and scab formation.

1. CALL 911

ACTION

2. Activate following EMS Procedure

- EYES:** Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
INHALATION: Remove victim to fresh air.
INGESTION: Immediately have victim drink large quantities of water. **DO NOT** induce vomiting. **DO NOT** give anything by mouth if the person is unconscious or is having convulsions.
SKIN: Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned before re-use.

NOTE: *Only authorized maintenance staff may handle dry chlorine*

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

MAJOR FIGHTS

A SITUATION THAT:

SIGNS

- Involves a weapon
 - The Staff is unable to control the situation
 - Involves large numbers of people.
 - Involves Adults, or Adults and Children
-

ACTION

1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

AQUATIC EMERGENCIES

NON SWIMMER

- Looks afraid, head tilted back, arms flapping, may not be using legs.
- Is usually in a diagonal or vertical position
- May or may not call out for help.

DISTRESSED SWIMMER

- May be able to call for help
- Tired, usually able to keep head above water, but unable to move in any direction
- May quickly develop into a drowning situation if not assisted promptly
- Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this be prepared to assist.

SIGNS

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **CLEAR THE AREA OR POOL AS NEEDED**
 3. **APPROACH THE VICTIM-** Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:
 - **Breathing and Pulse status**
 - **Call 911**
 - **You need assistance**
 4. **If the patron is not breathing start CPR using the protective CPR mask.**
 5. **Call 911 in necessary**
"I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507"

ACTION

DO NOT DELAY THIS CALL, STAY ON THE LINE

6. **Send patron or staff member to meet the EMS and direct them to the side gate of the pool off of Clark St.**
7. **Continue to follow appropriate Emergency Response Procedures.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

MAJOR ACCIDENT

SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

Accident is beyond Basic First Aid

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

SPINAL INJURIES

SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

ACTION

1. **CALL 911**
A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

FIRE

SIGNS

- Smell Smoke and presence of smoke or flame
- Warm doors and or walls

ACTION

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
 3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need fire and police, we have a possible fire. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.**
6. **Do not attempt to fight the fire.**
7. **Follow the Emergency Response Procedures posted by the phone.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

BOMB THREAT

SIGNS

- A phone call saying a bomb has been placed at the pool.
- A usual package left unattended

ACTION

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
 3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need the police, we have a strange unattended package / or have received a bomb threat. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.**
6. **When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.**
7. **Follow the Emergency Response Procedures posted by the phone.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

**HEART ATTACK / RESPIRATORY
EMERGENCIES**

SIGNS

- **Chest pain that radiates to arms, shoulders, neck or jaw**
 - **Weakness, nausea, shortness of breath and perspiration**
 - **Not admitting they may be having a heart attack**
 - **May not be breathing**
-

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical, we have a possible (describe problem). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

- 2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.**
- 3. DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.
- 4. BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR
- 5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.**
- 6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.**
- 7. Follow the Emergency Response Procedures posted by the phone.**

ACTION

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

Equipment Breakdown

- 1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.**
- 2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.**
- 3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

Communicating With The Media

- 1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 774-2400, located at 411 W. 8th St, Room 225, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.**

- 2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.**

- 3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.**

EMERGENCY ACTION PLAN

City of Medford Jackson Pool

After Incident Follow-up

- 1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.**
- 2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.**
- 3. Provide follow-up meetings' as needed depending on the severity of the incident.**
- 4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

SEVERE WEATHER

SIGNS

- **Thunderheads**
- **Rain Clouds overhead**
- **Thunder or Lightning in the area**
- **High Winds**

ACTION

1. **If thunder and / or lightning is heard or seen, clear the pool immediately and notify Hawthorne Pool at 774-2491. Have all patrons and staff get indoors and off of the pool deck area.**
2. **Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.**
3. **Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.**
4. **Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.**
5. **If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 779-5990. If a serve storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.**

General Pool Rules

Hawthorne Pool and Jackson Pool

GENERAL POOL RULES

1. Never use physical means when enforcing rules. This may place you in a position of liability.
2. Enforce all rules at the beginning of the summer. Once you have reprimanded one for a violation of a rule, do not back down.
3. Use you whistle sparingly.
4. State the rule violated. If possible, a confidential explanation to the individual is preferable to public discipline.
5. One warning should be sufficient. Repeated offenses should result in dismissal from pool. A guard may request a patron to sit out of the water for an appropriate amount of time until he or she has had time to think about the rule they were breaking.
6. If the manager finds it necessary to eject a patron, he/she should fill out the appropriate form and turn it into the main office.
7. In serious discipline problems, contact the Police Department and then the main office.

Intoxicated persons - It is not advisable to have intoxicated person in or around the facility. Prohibit intoxicating beverages or intoxicated persons from entering the facility, and ask intoxicated persons to leave the area altogether. Call the police if the Pool Manager or the Senior Guard cannot handle the situation. If you have assessed a person as being intoxicated, try to encourage them to have someone take them home. Try not to allow this person to drive from your facility in an inebriated condition.

Thievery - Conspicuously post notices regarding responsibility for personal property. However, personnel should be alert to any thievery. Do not accuse a person of theft unless you have positive proof and witnesses present. There is danger of libel if you cannot substantiate your accusation. Make sure you have filled out the appropriate incident report and obtained statements from witnesses.

Excessive Acts of Affection - Do not permit this type of conduct. Diplomatically control these situations from the start of the swimming season.

Indecent Exposure - This could be a crime if done with intent and purpose. If someone indecently exposes himself or herself, call 911 immediately.

Drugs - Drug users can be prone to accidents and drowning. Be aware of signs and behavior patterns of drug users. (Signs could include dilated pupils, rapid pulse, elevated blood pressure, nervousness, and erratic behavior, depending on the drugs abused.) If someone is noticeably under the influence of any intoxicant, do not let him or her into the pool.

Disturbances - Disturbances originating outside of the jurisdiction of the guard (beyond the fence containing area) and affecting patrons of the facility should be referred to the proper authorities.

Bather Capacity

Capacity for the Parks and Recreation pool facilities are:

Hawthorne	250
Jackson	200

Do not allow swimming capacity to exceed these figures.

Cold or Rainy Weather

We will open the pool if there isn't any thunder or lightning present or the clarity of the water has not been effected. If we close for the first session, we will not open for the second session. The only exceptions are: if prior arrangements have been made, or on weekends when staff will come back for the evening swim.

Concerns/Complaints

Check both sides of a complaint. A swimmer's complaint is a good guide to a problem situation. Many times a complaint is a warning signal for a dangerous situation. Complaints against pool staff members and other swimmers should be presented to the individual for an explanation. Be fair. Unwarranted criticism against a pool staff member can damage his/her morale and effectiveness. Support your fellow staff members, but if a series of complaints against one individual persists, Pool Managers may have to take some action.

1. It is only natural to expect a few concerns from patrons during the summer. Basically, these concerns can be categorized into three areas:
 - a) Personnel
 - b) Policy
 - c) Facility
2. If possible, please refer all concerns to the Sr. Guard or Pool Manager. If this is not possible, take care to handle all concerns in the utmost professional manner.
3. If the nature of the concern is directed toward a staff member, you should be able to correct the situation. If it is a serious problem, be sure to notify your supervisor.
4. If the nature of the concern relates to policy, merely inform the person that this particular problem is a policy matter. These policies were established by the Recreation Department. If you feel the problem is out of the ordinary, be sure to notify your supervisor.
5. Facility concerns are probably the most common. If the situation can be corrected, take the necessary steps immediately. You have the ability to make change that is for the betterment of the program.
6. Be especially careful to take down the name, address, and phone number of

persons who has concerns that we should address. Turn in this information to your supervisor with a brief synopsis of the concern. After the situation has been remedied, the supervisor may wish to call the person and report its correction and thank him/her for bringing it to our attention.

Refunds

1. In general, refunds are usually given only in the event a person has paid their admission fee into the pool and for health reasons they must be asked to leave.
2. Refunds will not be given to individuals who are asked to leave the pool because of disciplinary measures.
3. If bad weather seems eminent, it is the duty of the cashier to inform customers coming into the pool that in the event of bad weather, money will not be refunded.
4. Should a person enter the pool in an unauthorized suit (i.e., Bermudas, cutoffs, etc.), he/she should be asked to leave and their money refunded.
5. We will refund with coupons if we have to close the pool due to less than sanitary water conditions.

SLIDE RULES

1. One slider at a time. Wait for the guards go ahead.
2. Always slide feet first, lying on your back or sitting up.
3. Keep hands inside flume at all times.
4. No stopping, kneeling, or standing in the flume.
5. Always enter the pool feet first and exit the pool immediately.
6. Sliding not recommended for pregnant women or anyone with a history of back or neck problems.
7. No cut offs, denim suits, shoes, jewelry, belts, eye glasses (except with secure head strap), or any clothing with metal rivets or buckles allowed on slide.
8. No horseplay, pushing or dangerous play allowed. Those failing to abide by lifeguard's directions will lose swim and sliding privileges.
9. We are not responsible for lost contact lenses or other articles.

10. It is recommended that young children wear life jackets and slide down with an adult.
11. Medford Parks and Recreation Department reminds you that participation in this or any activity exposes you to risk of injury. Please follow all pool rules.

DIVING RULES

1. One at a time on the board. Others must wait on the ground, not on the ladder.
2. One bounce on the board.
3. After going off the board swim directly to the side of the pool.
4. Wait until the diver is at the side of the pool before the next person goes off the board.
5. No flips - forward or backward
6. No backwards entries.
7. Absolutely no swimming in the diving area.
8. No swimming under diving boards.
9. Do not allow parents to catch children coming off of the board. If a child needs to be caught, they probably aren't a good enough swimmer to be in the deep water.
10. Do not enter diving area except from the diving board.
11. Diving is allowed only in designated diving areas.
12. Divers must dive straight off the end of the board.

RAFT RULES (HAWTHORNE)

1. No kneeling or standing on top of rafts.
2. Do not jump from the side onto the rafts.
3. Keep the rafts away from the side of the pool.
4. No rocking or tipping the rafts.
5. No jumping off of the rafts.

General Rules

The Following Activities Are Not Allowed Within The City of Medford Swimming Facilities

1. Activity that could cause injury to participants, spectators, staff or damage to the facility. (Horseplay)
2. Running on deck or locker room areas
3. Pushing or shoving either in the pool or on deck
4. Water fights or deliberate splashing
5. Dunking of individuals in the pool
6. Swimmers should not mingle with staff who are guarding
7. Running to edge of deck and jumping or diving into the pool
8. Diving for objects in the diving area of the pool
9. Carrying of other people on the shoulders or back or supporting non-swimmers in the areas over their heads
10. Conduct which in the judgment of the staff is dangerous
11. Personal tubes, blow-up objects, kick boards, flippers, snorkels, etc., are not allowed during open swim times.
12. Loitering in lobby area
13. Cannonballs or flips off the side of the pool
14. Life jackets in the deep water
 - Past the rope at Jackson Pool
 - Past the 2nd ladders at Hawthorne Pool
15. Inappropriate touching, embracing, or sexual-type contact

Lifeguarding Policies

Hawthorne Pool and Jackson Pool

LIFE GUARDING POLICIES

Statement of Guarding Philosophy:

Today's life guarding is a "science." In contrast to the past, a guard's efficiency is no longer based on the number of rescues they make in a season, but rather on the limited number of emergencies occurring in the area of their responsibility. PREVENTION OF ACCIDENTS THROUGH KNOWLEDGE OF LIFESAVING, PROPER USE OF EQUIPMENT, AND A PROFOUND REALIZATION OF RESPONSIBILITIES IS THE CHIEF OBJECTIVE OF A SKILLED LIFEGUARD.

Policies:

1. At all times, guards are to be in proper location as directed by the pool manager. Whenever there are people in the pool, the guard chairs are to be occupied.
2. If, and when, a lifeguard leaves his/her chair, he/she will make the other guards immediately aware of the situation.
3. Enforcement of rules and disciplinary action - the importance of enforcing rules and regulations cannot be too heavily emphasized. The danger of serious accidents occurring at a public pool is evident and one of the best ways to minimize or eliminate injuries is to enforce the safety rules. It is the responsibility and duty of every person on the Aquatic staff to maintain order and to enforce the established rules equitably, fairly, and consistently. It is important to mention that the staff should set an example and also follow the rules.
4. Lifeguards will not be allowed to read, write, play cards or carry out any other activities except those specified while on duty in the pool area.
5. Lifeguards should not talk or carry on unnecessary conversation while on duty. Give directions and answer all questions in a polite and courteous manner, but discourage any long discussions.
6. Be alert and awake for danger at all times. The alert attitude and good physical condition of a lifeguard make or break your success in this regard.
7. Patrol the complete bottom of the pool at the close of rotation.
8. Upon being relieved from the last guard station in the rotation, the lifeguard will go through the appropriate dressing room, check upon the proceedings, pick up any litter or baskets, check toilet paper and paper towel, and make sure the locker rooms are in order.
9. Under no circumstances is a lifeguard to allow anyone to relieve them of duty except an authorized employee of the City of Medford, who has been properly approved by the pool manager.

10. Lifeguards must carry whistles while on duty, but are cautioned to use the whistle sparingly lest they become too common to attract attention.
11. All lifeguards will go into action immediately when in doubt of a patron's safety. Never take a chance with a life by waiting. Prevent accidents before they happen.
12. Be proficient with the emergency procedures at the pool to which assigned.
13. Keep physically fit and mentally alert in order to meet any emergency that might arise.
14. Be familiar with, study, enforce, and utilize latest methods of safety procedures within the guidelines of the American Red Cross.
15. Faulty equipment should be put out of use and reported to the head guard or pool manager.
16. Require swim tests for all children that are doubtful swimmers. When in doubt, ask them to swim across the pool and back in a safe, shallow area before allowing them to go into deep water.
17. The lifeguard should assist his Sr. Guard and Pool Manager in every way possible. Your supervisors will cooperate with you and expect that you will cooperate with them. Always follow their instructions but make suggestions when appropriate.
18. Always be professional, alert, courteous, and tactful. Not only guard the lives of the patrons, but also maintain discipline among the more active ones so as to assure the comfort and pleasure of others. Do not tolerate horseplay.

Pool Danger Areas and Guarding Zones

Hawthorne Pool and Jackson Pool

POOL DANGER AREAS

Know your pool danger areas! We do not want to alarm patrons about pool danger, but we should be aware of all dangers that are related to swimming. Thousands of safe pools are operated each year without a serious accident. Your efficient and vigilant performance of your assigned duties can contribute to a safe pool operation.

Know your pool's prime danger areas!

In all pools, there are areas that are more prone to accidents than other areas. Listed below are a few of the chief areas of danger found in any public pool, but to a large degree, you must make your own decisions as to where the primary danger points are in your particular pool. Each pool varies somewhat from the others and some a great deal. For greater safety, be sure to watch the primary danger areas more closely.

1. Bathers Entrance - A desire to get into the water as quickly as possible leads patrons to run from the bathers entrance to the pool. This should be stopped at the beginning of the season, and at all times, by the basket checks in cooperation with the lifeguards.
2. Pool Deck - Again, the primary danger on the deck area surrounding the water is most obvious... **RUNNING!** The runner not only endangers themselves but the other bathers into whom they might bump or skid into. Horseplay or pushing others into the water is also a danger here. The person pushed might hit their head on the edge of the pool on their way into water or fall on top of someone already in the water. Quick or rapid walking can be as dangerous; prohibit this.
3. Pool Ladders - The pool ladders (or other pool superstructures) should not be used as horizontal bars or parallel bars; they are usually wet and slippery so that such stunts are extremely hazardous. Novice swimmers often use the ladders to play on and or walk down to the bottom where they are liable to be shoved off and unable to handle themselves in deep water. The ladders should be used only to climb in and out of the water - not to play on. Do not permit diving from ladders.
4. Shallow to Semi-deep Water (five feet or less) - This area is next in degree of danger because it is where both non-swimmers and expert swimmers, small children and adults, choose to play. Horseplay, dunking, or just plain unrestrained play has a tendency to get wilder as time goes by and can easily result in non-swimmers or novice swimmers being knocked off their feet, held under, or otherwise losing control of their stability. Judgment of the guards must be used in determining how dangerous the play is to the participants, those around them, the crowded conditions of the pool, etc. In all decisions regarding health and safety, never let friendships or personal dislikes sway the resulting decision. Consider the welfare of all patrons.
5. Pool Gutter and Lifeline - The danger here is limited to small children who are not swimmers but have gained confidence in their ability in the water and to show their courage, attempt to circle their way around the pool hand-over-hand while hanging on the pool gutter (and possibly across the lifeline). If accidentally

pushed or shoved off from their handhold in deep water, they are in danger and may panic. The lifeline is there for two reasons - to mark the drop-off from shallow to deep water and to provide an emergency support or handhold for a tired swimmer. Playing (i.e., sitting, standing, lying, bouncing) on the lifeline will not only shorten the durability of it but also will submerge it to the point that it will not visibly mark the drop-off or be available to the tired swimmer. The guard must use discretion in determining whether a person is abusing or hindering the use of the lifeline and act accordingly.

6. With the water being exceptionally clear in most pools, the depth of the water often appears shallower than it actually is and might mislead a novice swimmer not already familiar with the pool. Another problem in the deep area is threat of underwater swimmers who are trying for distance and the danger of blacking out (i.e., losing consciousness). Check the bottom of the pool often. A third danger in the deep area is that of novice or poor swimmer wanting to use the diving boards, or otherwise prove their confidence in deep water swimming. When in doubt about an individual's swimming ability, ask them to pass an across the pool test without stopping in shallow water (without touching bottom) before allowing them to remain in deep water.
7. Diving Boards - To preserve the life of diving boards and to ensure the safety of particularly the inexperienced diver, many pools allow only one bounce and one individual on the board at a time. Dives should be made straight off the board; if others are waiting to dive, the divers should swim to the side or ladder rather than back under the board. Running, other than a normal approach, is prohibited. Sitting on the railing of the board is dangerous and not permitted.
8. Area in Front of and Opposite of Diving Board - The areas enclosed by a radius of approximately twelve feet from the pool edge of diving boards should be watched while the boards are in use to caution swimmers of the danger of being dove on. Areas opposite the diving boards should be watched while the boards are in use to prevent swimmers from diving from the deck and gliding or coasting under the diving board danger zone.
9. Guard Stands - The guard stands are for the exclusive use of the lifeguards while on duty and the guards should be unaccompanied at all times except when changing the relief. The guard should not jump or dive directly from the stand into the water. Care should be taken in climbing in and out of stands and an occasional check made to see that it is anchored securely.

GUARDING ZONES

Jackson Pool

1st Chair -- 2nd Chair

Although these zones overlap, the guards in these chairs have the responsibility of the entire area of the main tank, shallow and deep end, with the main focus being their respective half of the pool.

Slide Guard

Generally, there will be a roaming guard placed at the bottom of the slide. This guard's first responsibility is to watch the swimmers coming off of the slide and around the slide rope. This guard will also aid 1st and 2nd chair in scanning the shallow end.

Dive Chair

The dive guard is responsible for the whole dive tank. He or she will supervise the diving boards. This is the only activity that takes place in the dive tank during open swim.

Deep-End Roaming Guard

The roaming guard in the deep end of the main tank may or may not be a Lifeguard. A Jr. Lifeguard may occupy this position depending on the capacity. This guard is responsible for assisting 1st and 2nd chairs by watching the deep end activities.

Wading Pool

If staffing allows, this guard will be a Jr. Lifeguard. This guard is responsible for the swimmers in the wading pool only.

Slide Operator

Again, if staffing allows, this will be a Jr. Lifeguard. The slide guard is responsible for regulating the amount of time between swimmers going down the slide. This guard is also responsible for the stairs going up to the slide. **The slide will not be in operation without a slide operator.**

IMPORTANT NOTE:

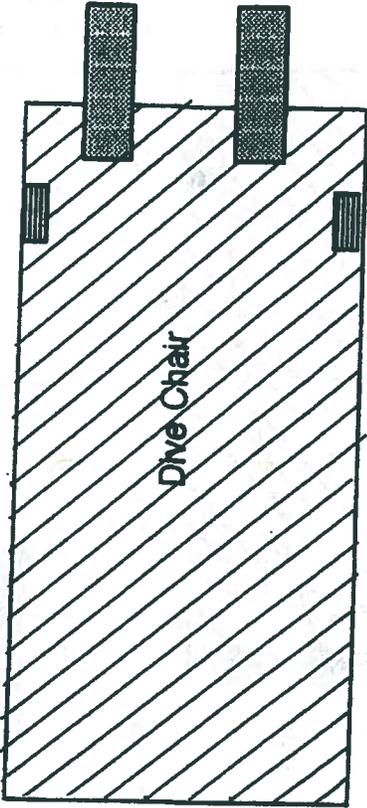
JR. LIFEGUARDS ARE AT NO TIME TO HAVE SOLE RESPONSIBILITY FOR A SWIMMING AREA. IF A JR. LIFEGUARD IS PLACED AT A STATION, A CERTIFIED GUARD WILL ALWAYS SHARE SCANNING RESPONSIBILITIES AND WILL BE ACCOUNTABLE FOR ANY EMERGENCY ACTION THAT MAY NEED TO BE TAKEN.

Jackson Pool

Grass Area



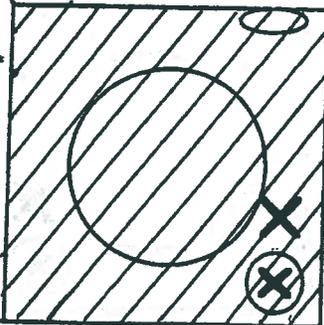
Dive Chair



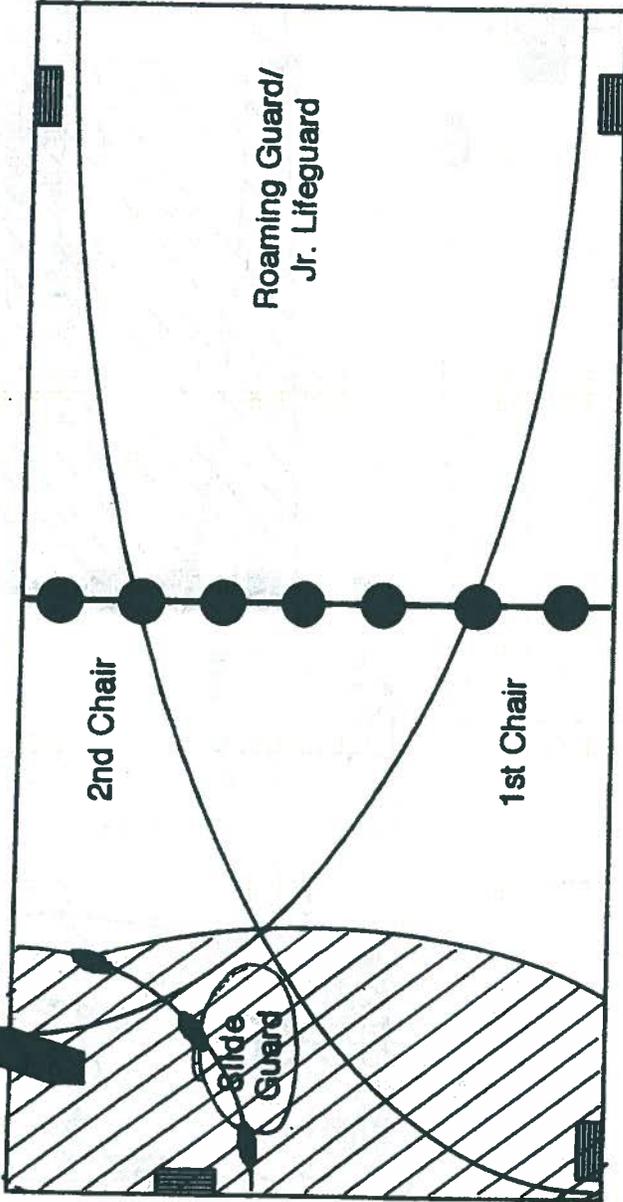
Dive Chair



2nd Chair



Slide Guard



2nd Chair

1st Chair

Roaming Guard/
Jr. Lifeguard



Diving Board



Jr. Lifeguard



Guard Chair



Gate



Roaming Guard



Ladder



Office
1st Aid

Women

Men

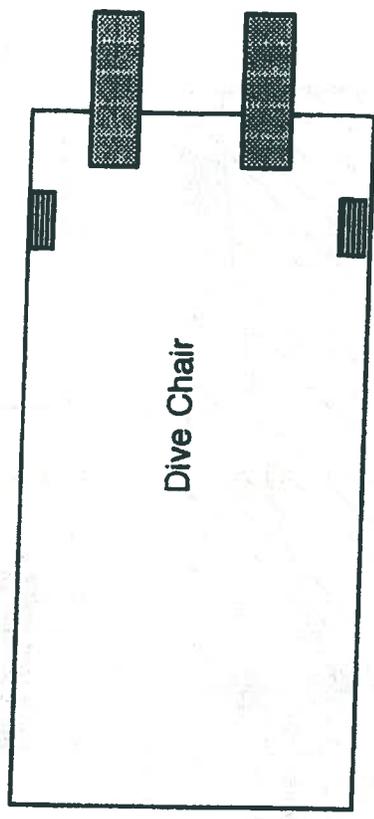
Pump
Room



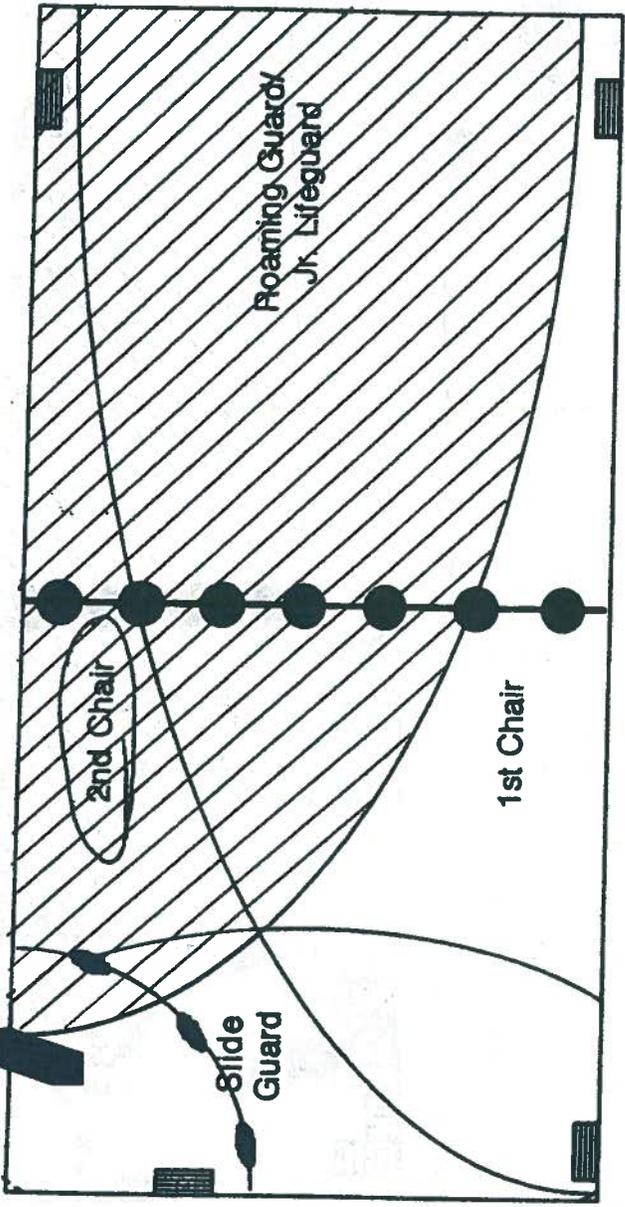
Jac..son Pool

Grass Area

Dive Chair



2nd Chair



Slide Guard

1st Chair



X X

Pump Room

Men



Women

- Diving Board
- Jr. Lifeguard
- Guard Chair
- Gate
- Roaming Guard
- Ladder

X X

Jackson Pool

Grass Area

Dive Chair

Dive Chair

2nd Chair

2nd Chair

1st Chair

Roaming Guard/
Jr. Lifeguard

Slide
Guard

Pump
Room

Men

Office
1st Aid

Women

Diving Board

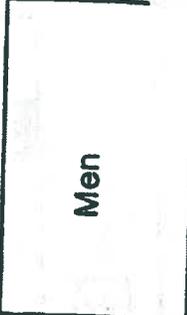
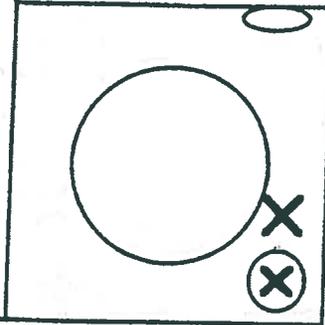
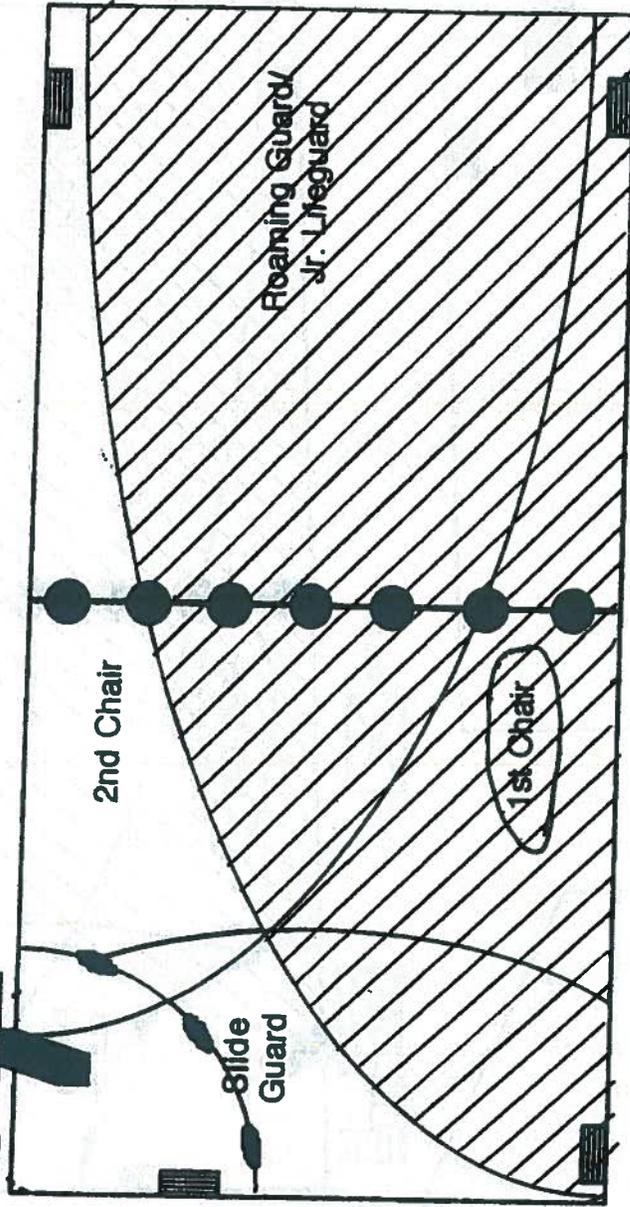
Jr. Lifeguard

Guard Chair

Gate

Roaming Guard

Ladder



Hawthorne Pool

1st Chair and 4th Chair

These guards are responsible for the shallow end from the wall to the Log or rope, with his or her main area of responsibility being their respective half of the pool. The 4th chair will also be responsible to make sure the kiddy slide rules are being followed.

2nd Chair

This guard is responsible for the entire deep end. This area extends a little past the Log or rope separating the dive area.

3rd Chair

This chair will guard the double flume slide, dive area and log. He or she will share the deep end responsibility with the dive guard.

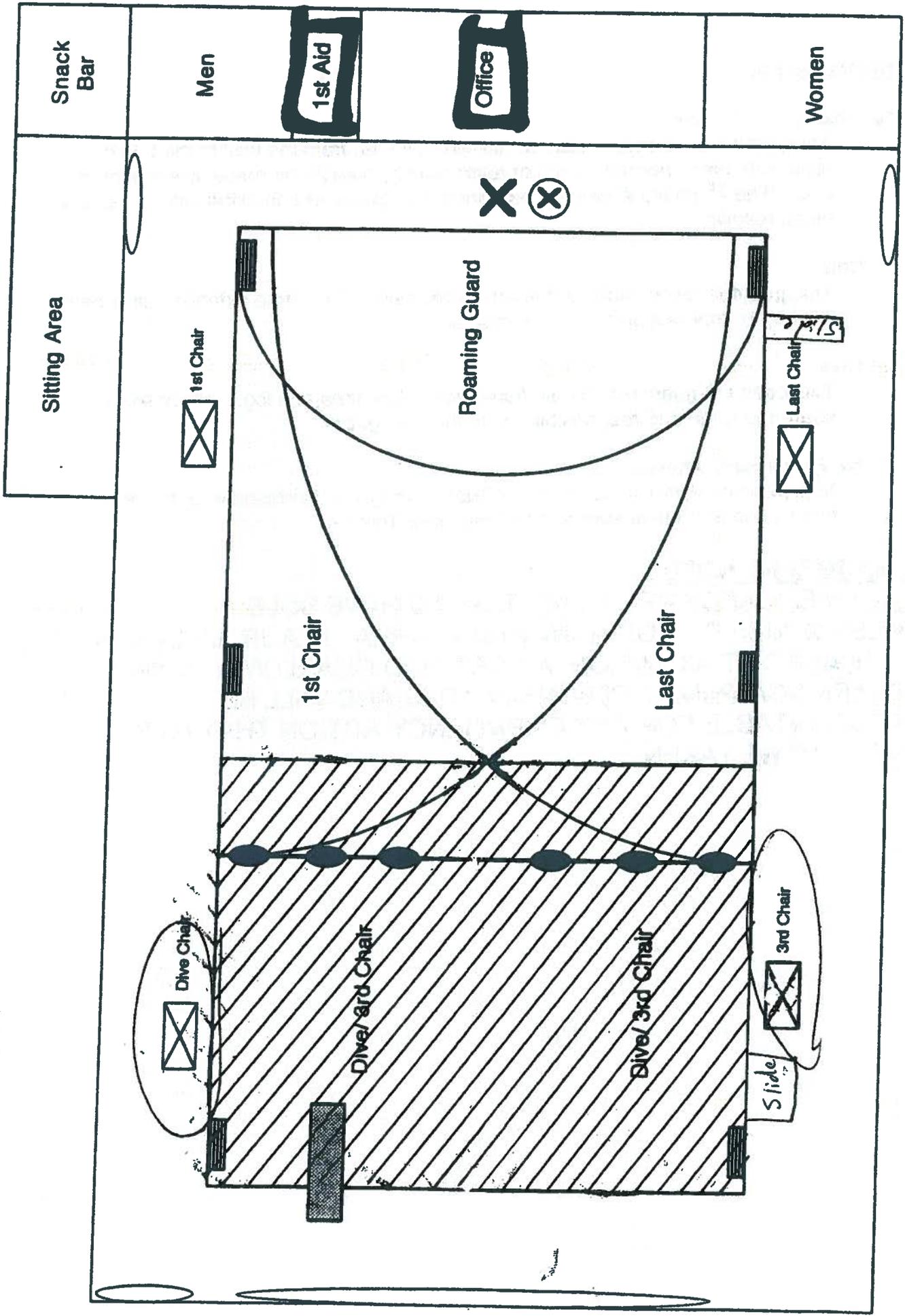
Double Flume Slide Attendant

This person may be a Guard or Jr. Guard. They will be stationed at the double flume slide and make sure all rules are being followed

IMPORTANT NOTE:

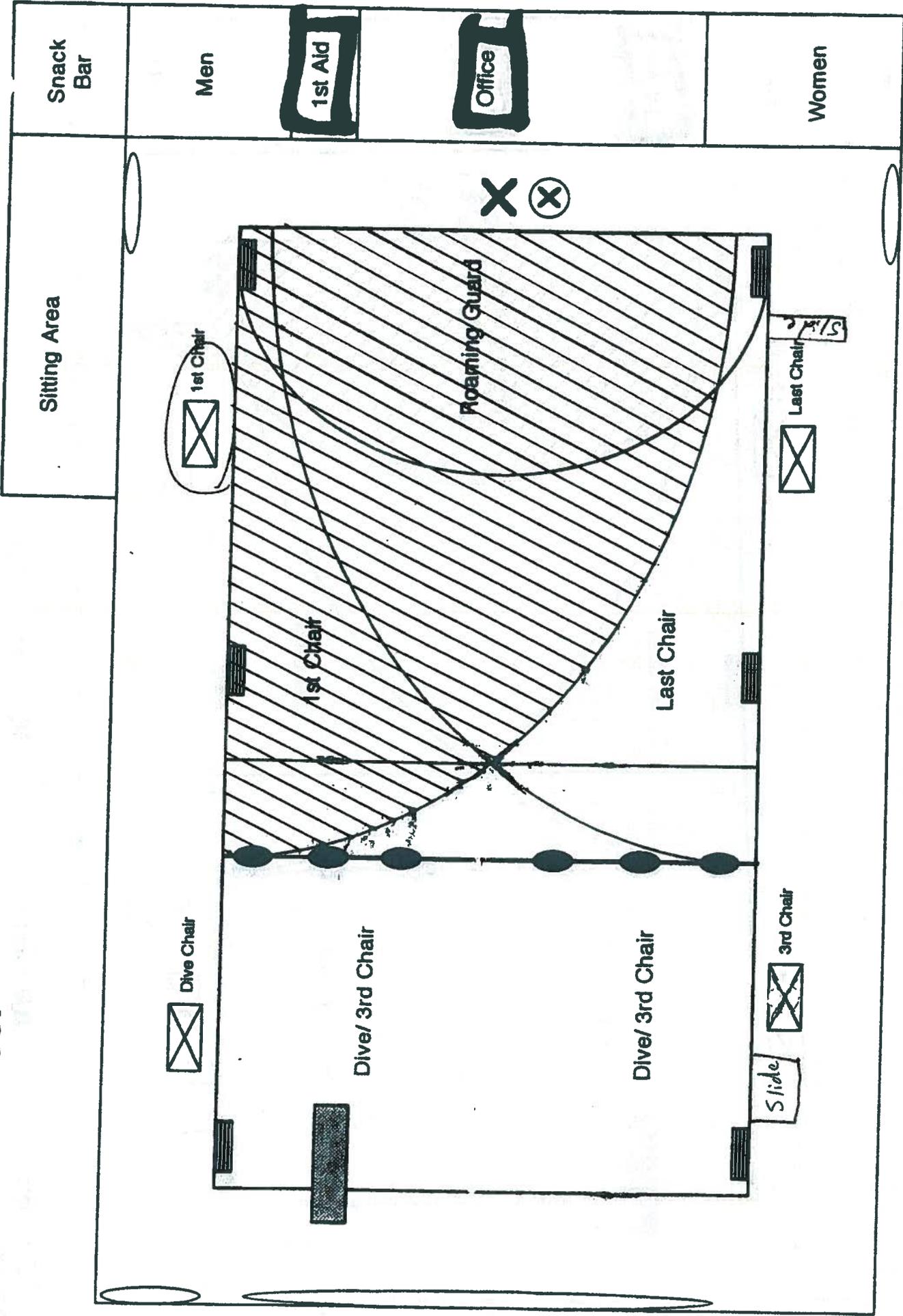
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Hawthorne Pool



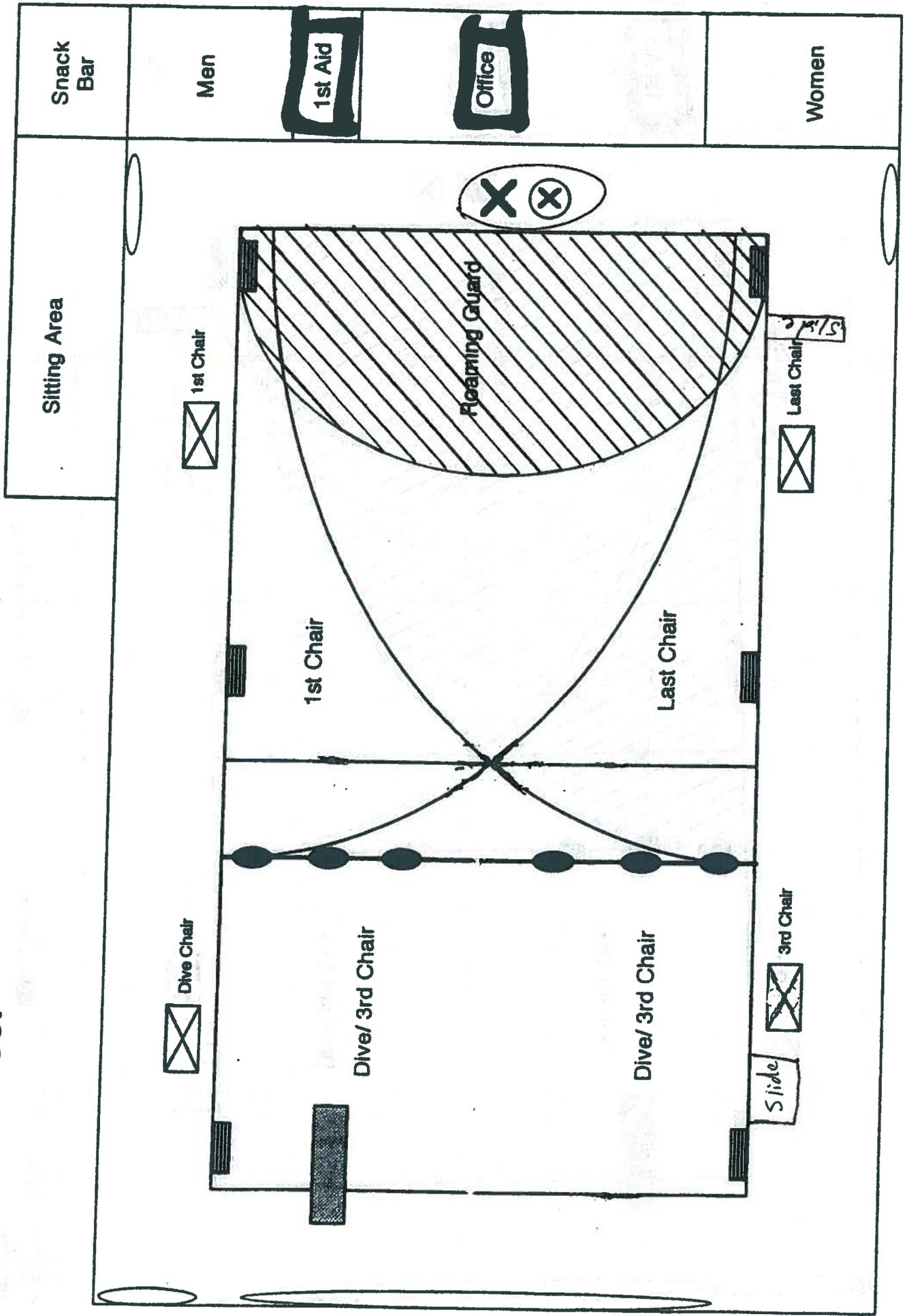
-  Gate
-  1st Chair
-  Ladder
-  Roaming Guard
-  Diving Board
-  Diving Board
-  Slide
-  Slide

Hawthorne Pool



-  Gate
-  Guard Chair
-  Ladder
-  Diving Board
-  Roaming Guard
-  Diving Board
-  Jr. Lifeguard

Hawthorne Pool



- Gate
- 1st Chair
- Ladder
- Roaming Guard
- Diving Board
- Jr. Lifeguard

**Swim Lesson
Instruction Polices**

**Hawthorne Pool
and
Jackson Pool**

SWIM LESSON INSTRUCTION POLICIES

1. Instructors must pre-test any class that may be conducted in deep water to determine if anyone is in the wrong class. This will also determine the relative skill level of each student in relation to the class as a whole.
2. Instructors will attempt to co-coordinate the location of their class with the other instructors.
3. Instructors will know the Red Cross standards for passing students in each class. If there is any question about a student's ability, hold them back.
4. Utilize as a basis those methods and teaching techniques as outlined by the American Red Cross and the City of Medford. Keep up-to-date with the latest information on teaching and safety procedures of the ARC and the City.
5. You, as an instructor, are responsible for the safety of each of your students. Do not allow students to wait for you at the edge of the pool unless you are already in the water. If a student leaves your class, be sure they go to the dressing room and does not wander about the pool. Instruct your students to meet you at a given spot each day that is away from the water's edge.
6. It is our basic philosophy that children learn best through "hands on" instruction methods rather than shouting instructions from the deck. When working with more advanced swimmers, it is often helpful to evaluate stroke technique from the deck; however, it is seldom beneficial to shout instructions while youth are swimming. It is much wiser to wait until the child returns to the edge of the pool and demonstrate what they are doing wrong and then in the water and on deck if necessary demonstrate the proper technique.

For younger children, deck drills can be of tremendous benefit if done properly. However, you do not learn how to ski by sitting in the lodge watching someone show you; you learn on the slopes. Deck drills and hanging on to the side kicking drills should be done to briefly practice a particular technique and visualize what is happening. Remember being an instructor requires more than directing drills. Instructors will have the most success with demonstration in the water actually letting youth "feel" the actual stroke or kick while being "physically" guided through the maneuver by the instructor.

All beginning level class instructor must be in the water with students to assist him or her with their movements. This includes Pre-Beginner I - Advanced Beginner. Advanced instructors (Intermediate and Swimmer) should still be spending the majority of time in the water with their students and be out of the water only when observing strokes.

It is no fun to teach swimming in cold weather conditions, neither is it much fun for the swimmers if they feel forced to be in the water while their instructor remains on deck wrapped in a warm towel. Parents expect that if we offer lessons, we should offer great lessons. Nothing less and, if the weather is bad, they too would probably prefer cancellation rather than just an attempt. The one thing that almost always works for overcoming adverse conditions is the contagious enthusiasm of a good leader.

Parents who watch lessons often times will evaluate the lessons given their child, not by the final outcome of how much did their child learn, but rather on how well did he/she appear to be taught. Therefore, it is important to spend individual time with each child. Mothers love to see instructors holding their youth, praising their youth, and providing at least equal attention to their child.

7. Do not sit down on the deck or in a chair while conducting swimming classes.
8. Diving boards should not be over-used in swimming lessons.
9. Students should not be forced into performing skills they have great fear of. Remember that we are trying to eliminate fears, not create them.
10. Remember at all times that patience is the most important virtue an instructor can have. Swimming is an unnatural activity; don't expect children to learn immediately.
11. Keep up-to-date in preparing and maintaining City and American Red. Cross records for all students in class.
12. Private lessons are not allowed to be by City of Medford Aquatic Department employees at City pools.

Maintenance and Operation

Hawthorne Pool and Jackson Pool

2. Such reports shall be made on forms provided by the department and shall be submitted within 24 hours of the occurrence.
3. Lifeguards shall be provided during operating hours. There shall be at least one lifeguard on duty for every 40 bathers or fraction thereof.

Food Service

No food or drink shall be permitted in the immediate area of the pool or on the decks surrounding the pool.

Water Sanitation

Although we have trained pool technicians on staff, it is valuable for you to have some understanding about water sanitation. Here is some useful information:

1. Swimming pool water must be kept in balance for two prime reasons: safety and sanitation. When we speak of water chemistry, we mean bacteriological control, or chlorine present in a free state, and pH control.
2. Chlorine is added to swimming pool water for two main reasons:
 - a. For disinfection's (to kill pathogenic organisms)
 - b. For oxidation (to burn out undesirable solids and odors)
3. Disinfectants are not only consumed by bacteria, but they also combine with other chemical elements in a multitude of chemical processes. Chlorine, for example, combines readily with the never-ending supply of ammonia in the water to form chlorine or combined chlorine, which, although still is a disinfectant, is far too slow acting to be effective. Fortunately, any excess of chlorine over that required to combine with ammonia will render the chloramines unstable and the resulting breakdown of the chloramines will release gaseous nitrogen. It is essential that this practice be carried out to get rid of the ammonia being continuously added, and also to enable the creation of the desirable water environment where a free and rapid-acting form of chlorine can be maintained as a residual.
4. It is enough to say that in the oxidation process, chemicals and solids in the water are burned up and rendered un-harmful.
5. pH is merely a measurement of acidity or alkalinity of the pool water. Water is either acid, neutral, or alkaline. The pH scale is from 0.0 to 14.0. Any reading between 0.0 and 7.0 is acidic. Any pH reading between 7.0 and 14.0 is alkaline. Proper pH levels should be between 7.2 and 7.4.
6. Eye irritation is directly related to the pH level rather than to the chlorine level.

STATE HEALTH REGULATIONS

1. All persons are required to take a cleansing shower before entering the pool.
2. No person suffering from a communicable disease transmissible via water or under the influence of an intoxicating liquor or drug shall use the pool.
3. No person shall swim alone.
4. All non-swimmers and children under 14 years of age shall be accompanied by a responsible adult observer (this may be the lifeguard on duty).
5. No person shall run or engage in horseplay in or around the pool.
6. No person shall take food or drink inside the pool enclosure except in areas specifically designated for such use.
7. No person shall bring, throw or carry food, drink, smoking material, trash, debris, or any other foreign substance into the pool.
8. Persons in street shoes shall not be permitted on the pool deck areas used by bathers.

SWIMMING POOL SANITATION POLICY

Modern swimming pools, filled with potable water from the municipal distribution system, nearly always require additional treatment of the water before the safety regulations can be met. Furthermore, regulations are constantly being upgraded. The best possible quality of water must be provided to:

1. Ensure maximum underwater visibility for effective lifeguarding and swimming instructions.
2. Prevent the spread of communicable disease under ever-increasing pool load densities.
3. Provide maximum bather comfort with minimum eye, ear, and skin irritation.

Our goal at the Parks & Recreation Department is to ensure bather comfort and safety by striving to meet these conditions. The purpose of adding disinfectants to pool water is to prevent the spread of communicable disease. It is economically and operationally impractical to render the water completely free of bacteria at all times. The objective, therefore, is to create a water environment wherein the unintentional introduction of bacteria will instantly encounter destructive forces to prevent their spread or reproduction.

One of the steps we have taken is to install a new chlorinating system. This new system replaces the gas chlorine system, which the pools have used for many years. The handling and administering of this powerful chemical is serious business. Although very cost effective, the hazards of gas chlorine, if handled improperly, are very serious. We have installed a system, which uses Calcium Hypochlorite, which is a chlorine compound in a tablet form. This system has eliminated most of the hazards that we find common with the chlorine gas.

The chemical levels of each pool are checked once every hour by the maintenance staff as well as the pool staff. The new system has made it much easier to keep pool water regulated and at a constant level that is well within the State Health Department limits. By keeping the water balanced, your time in the pool will be more pleasant.

E. Coli

E. Coli is a naturally existing bacterium in our digestive tracts, which aids in digesting food. Due to recent concern of dangerous strains of E. Coli being spread in swimming pools, we have adopted a new policy to help safeguard against outbreaks in our pools.

NOTE: If a pool is closed due to one of the above reasons, swim passes will be given to each swimmer to be used another day at either of our City pools.

Diaper Policy

In order to prevent accidents from happening, our policy is that all bathers who are not toilet trained shall wear a swim diaper.

Open Wounds

If a swimmer has an open wound that is discharging any kind of bodily fluid, he or she will not be allowed in the pool. This is a standing health code with the State of Oregon.

Recent concerns have prompted these policy updates to ensure your safety. We take the safety of our pools very seriously and want you to be confident that your time spent with us will be enjoyable. If you have any questions about our water sanitation policies, please feel free to call the Pool Manager or Recreation Supervisor at the Parks & Recreation Department at 774-2400



Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC -05-01
Pages: 1 of 2
Subject Area: Customer Service
Date of Issue: 10/27/05
Revised:

Title: CUSTOMER SATISFACTION & REFUND GUIDELINES

Authorization:

[Signature]

Director Parks & Recreation

Date: 11-8-05

[Signature]

Superintendent

Date: 11-8-05

CUSTOMER SATISFACTION AND REFUND GUIDELINES

CUSTOMER SATISFACTION

Medford Parks and Recreation works to bring residents and visitors quality programs at affordable prices. **One hundred percent customer satisfaction is our goal.**

We do not discriminate on the basis of religion, race, color, national origin, sexual orientation, age, or ability. We strive to meet the needs of all citizens. If a customer has a special need or accommodation request, advance notice is requested. These requests should be made to the program director, supervisor, or customer service specialist.

REFUND GUIDELINES

Requests must be received during normal working hours. Internet registrants will receive a refund of actual program fees only. We cannot reimburse any enrollment fees assessed by Active.com.

Adult League Sports: Team fees are refundable only if requests are received prior to league schedules being mailed to team captains.

Park Reservations: Customers will receive a full refund, if requested by the day of the event. If a park area was unusable due to weather, vandalism, or verifiable negative maintenance conditions the customer will receive a full refund.

Pool Reservations: Due to the time needed in canceling the work schedule of up to 8 persons, the following applies: Customers will receive a full refund, if requested by noon on the last working day prior to the reservation. If a customer does not show up for a reservation, personnel policies dictate staff be paid for their full shift. No refunds will be issued due to a reservation no show.

Swim Lessons: Participants will be assessed a \$3 cancellation fee for each enrollment canceled. If lessons do not work out for the child, and the cancellation is requested before the start of the second day of a session, they will be issued a full refund minus the \$3 fee. This fee is charged due to the limited class sizes and high demand for such classes. If we cancel a class, due to lack of enrollment, the enrollee will be offered another class of equal ability or a full refund.

Special Interest Classes: We operate as close as possible to maximum enrollment. To accomplish this, we request advance notice if an enrollee is transferring or withdrawing from a program; so that we may contact participants on the waiting list, or cancel classes due to lack of minimum enrollments. Participants may receive a full refund or transfer to another program of equal value, if requested prior to the second-class meeting. If we cancel a program, we will contact enrollees as expediently as possible and offer a refund or transfer to another program.

Youth Camp: Participants will receive a refund, if requested prior to the second day of a camp.

Requests for refunds outside of the scope of these guidelines will be considered on a per case basis; and may be referred to the program director, supervisor, or customer service specialist.

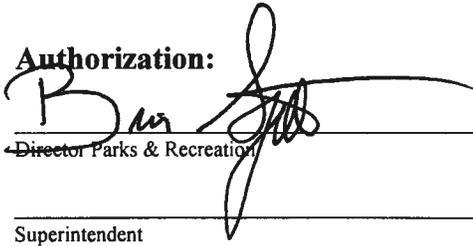


Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-06-01
Pages: 1 of 1
Subject Area: Clothing
Date of Issue: 05/16/06
Revised:

Title: EMPLOYEE CLOTHING POLICY

Authorization:



Director Parks & Recreation

Superintendent

Date: 5-16-06

Date: _____

EMPLOYEE CLOTHING POLICY

PARK & BUILDING MAINTENCE DIVISIONS

In an effort to provide full time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employee, each division supervisor shall issue such clothing on an as-needed basis.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Clothing must only be worn while on-duty.
- Clothing is not to be worn while off-duty.
- Identification name tags are not required, but suggested.
- All seasonal and part-time personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.

RECREATION DIVISION

In an effort to provide full time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employee, the Recreation Supervisor and/or Activities Coordinator shall issue such clothing on an as-needed basis.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Clothing must only be worn while on-duty.
- Clothing is not to be worn while off-duty.
- Identification name tags are required.
 - Exception to the name tags are for those positions or assignments where a name tag could restrict the employee from completing their duties.
- All seasonal and part-time personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.



**Parks & Recreation Department
Standard Operating Procedure**

Policy Number: PRD-05-01

Pages: 1 of 30

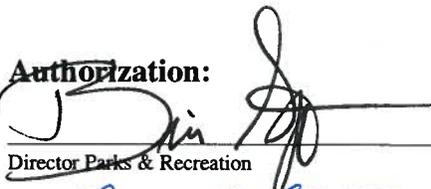
Subject Area: Safety

Date of Issue: 09/16/05

Revised:

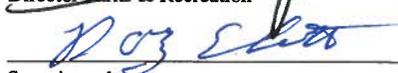
Title: Illness and Injury Prevention Plan

Authorization:



Director Parks & Recreation

Date: 11-3-09



Superintendent

Date: 11/3/09

See Attached



Parks and Recreation

Illness and Injury Prevention Plan

Revised

October 2009

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1) Management Commitment

It is the policy of the Parks, Recreation and Building Maintenance Departments to protect the safety and health of our employees. Injury and Illness losses from accidents are needless, costly and preventable. The Parks & Recreation department has established a safety and health program dedicated to fundamental occupational safety and health ideals that will help us prevent injury and illness due to workplace hazards. Employee involvement at all levels of the department is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. The purpose of this committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health within the Parks and Building Maintenance and Recreation Divisions.

2) Labor and Management Accountability

Federal and State regulations require that employees be provided with a safe workplace. Management's responsibility is the prevention of injury and illness. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices.

Supervisors are directly responsible for supervising and providing job training for their employees. This includes proper work practices to ensure safe completion of assigned tasks. Supervisors are required to enforce Parks & Recreation rules and take immediate corrective actions to eliminate hazardous conditions and practices.

It is the responsibility of every employee to perform work in a safe manner. Knowledge of appropriate safe work practices and safety rules is essential. Employees are expected to obey established safety rules. Employees are also expected to maintain their work areas free of hazards by correcting unsafe conditions or reporting them to their supervisor.

3) Employee Involvement

The City of Medford has established Administrative regulations 85-2, which establishes a City Wide Safety Committee to comply with OAR 437-40-045. Additionally, Administrative Regulation 85-6 establishes general responsibilities to the Director and Supervisors of each department to develop and implement general safety rules within their departments.

The Director of Parks and Recreation has established a Parks, Building Maintenance and Recreation Safety Committee which meet's on a monthly basis to assist in providing a safe and healthy workplace for all Parks, Recreation and Building Maintenance employees.

Our departmental Safety Committee membership is composed of Parks, Building Maintenance and Recreation staff, as well as department Supervisors. The objective of the Parks Safety Committee is to generate an atmosphere where the Parks and Recreation management and workers can cooperatively work together to improve the safety of all Parks, Recreation and Building Maintenance employees. Active participation by all segments of the Parks Department is the cornerstone of a safe and healthy working environment for the department and the facilities we maintain.

All employees are encouraged to voice safety concerns and submit suggestions for improving safety in the Parks and Facilities. A Safety suggestion box is located in the Parks and Recreation Department at the Service Center and Santo Community Center. Suggestions are reviewed by the Safety Committee on a monthly basis.

The Director has instructed the Parks and Recreation Safety Committee to perform quarterly Self-Inspection procedures of the work areas at the service center and mechanical rooms at the City Hall and Annex. Additionally, the Building Maintenance division has established a preventative maintenance program that requires routine inspections of life safety systems and equipment under the direct control of the Parks & Recreation Department.

4) Hazard Identification and Control

The Self-Inspection Procedure is an integral part of a comprehensive hazard control system in the Parks & Recreation Department. Regularly scheduled self-inspections are performed by members of the Department Safety Committee.

These inspections provide a basis for identifying existing and/or potential work place and job related hazards. The information gathered during the self-inspection is used to develop safe work practices, job hazard assessments and safety training programs.

The Self-Inspection Procedure is formatted as a checklist. The inspection form is modeled after the Oregon OSHA's "Checklist for Self Inspection" from the OR-OSHA guidance document "Developing Your Workplace Injury and Illness Prevention Plan".

The working document "Self-Inspection Procedures" is attached as Appendix A.

Additionally the Parks and Recreation Department will perform a Job Hazard Analysis for the individual jobs performed by the Parks Technicians, Building Maintenance, Janitorial and Recreation staff. This hazard analysis will also be used as supplemental documentation to comply with OR-OSHA requirement for PPE, Lockout/Tagout, and Confined spaces.

The working Document "Job Hazard Analysis" is attached as Appendix B

5) Incident/Accident Investigation

Most accidents are caused by the failure of people, equipment, materials or environments to behave or react as expected. Accident investigation is an important part of the Parks & Recreation Department's Illness and Injury Prevention program. Investigations are made to determine how and why these failures occurred. The information is also used to prevent similar accidents.

All accidents occurring on the job, that result in injury, must be investigated and reported. Incidents, accidents involving no injury or time lost, must be reported on the Report of Accident form.

The responsibility of management is to find and correct the causes of accidents by using a systematic and consistent approach to implementing and overseeing safety protocols. The Director of Parks and Recreation has requested, as part of their duties, that a Parks and Recreation Safety committee review all employee accidents within the Department and make recommendations for ways to prevent accidents from recurring.

6) Worker Training

Worker Training is an essential component of the Parks and Recreation Department's Injury and Illness Prevention Plan. Appropriate training can decrease the number and severity of accidents by ensuring that employees understand the procedures and hazards associated with their work. Supervisors are directly responsible for ensuring that their employees receive the appropriate training. The City of Medford Safety Office and Risk Manager are available to assist supervisors in meeting this responsibility.

At least monthly (preferably bi-monthly) a portion of the Parks , Building Maintenance and Recreation Division's weekly staff meetings will be devoted to safety information and training programs. All training will be documented to meet the requirements of OR-OSHA.

7) Periodic Program Evaluation

An annual evaluation of the Injury and Illness Prevention Program will be conducted to ensure that employees are following recommended safety practices and procedures; and that the Parks and Recreation Department's Injury and Illness Prevention Plan is being properly implemented.

The City of Medford Risk Management Office in conjunction with City County Insurance, shall evaluate the Parks & Recreation Department's workplace conditions to identify actual and/or potential workplace hazards.

Employees will be consulted to assess the employee's views on program effectiveness. They will also be asked to assist in identifying problems.

The evaluation will look at specific workplace conditions as they relate to the hazards that employees may encounter, the proper personal protective equipment usage under actual workplace conditions and compliance with provisions of the City of Medford Safety programs.

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

This checklist is intended only as a reminder, and may not cover all unsafe acts or conditions. Inspectors should look for other unsafe acts or conditions and note them in the space provided. In accordance with Oregon Administrative Rules, Chapter 437, and City of Medford Administrative Regulation 06-2, the safety inspection team shall document the location and identity of the hazards noted and make recommendations as to how and when the hazards will be corrected. The completed form is to be returned to the Risk Manager. Unsafe Conditions: score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location:

Date of Inspection:

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry				0	
2	Storage/piling of materials				0	
3	Wash/locker rooms				0	
4	Adequate light/ventilation				0	
5	Disposal of waste				0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked				0	
2	Fire extinguishers inspected/date tested				0	
3	Exits/exit routes unobstructed/clearly marked				0	
4	Storage of flammable material standard				0	
5	Electrical wiring/circuits not overloaded				0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted				0	
2	First aid trained personnel posted				0	
3	First Aid Kit available/stocked				0	
4	First Aid Kit location clearly marked				0	
5	Emergency shower/eye wash station operational				0	

IV PERSONAL PROTECTIVE EQUIPMENT						
Item	Description	Yes	No	Score	Weight	Comment/Recommendation
1	Proper use of safety glasses/goggles/shields			0		
2	Proper use of gloves/shoes/boots			0		
3	Protective clothing/hard hats/hearing protection			0		
4	Respirators/dust masks available and maintained			0		
5	Written Programs current			0		
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning			0		
2	Rotating equipment protected (shafts/belts/etc.)			0		
3	Electrical equipment proper/protected			0		
4	Lockout/Tagout Program in place/utilized			0		
5	Winches/cranes/hoists in good condition			0		
6	Ladders/scaffolding properly used/secured			0		
7	Welding equipment secure/uncharged hoses			0		
8	Air hose nozzles pressure limited			0		
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate			0		
2	Tools used properly			0		
3	Tools/materials stored properly			0		
4	Electrical cords in good condition			0		
5	GFCI protection provided where required			0		

Ladders:		Date: 9/12/05
<p>Portable ladders are used in a wide variety of settings and locations. Misuse of portable ladders can result in serious injuries from falls or, in the case of metal ladders, electrical shock. Portable ladders must be maintained in good condition at all times, and inspected at regular, frequent intervals. Training is also an important aspect of portable ladder safety and accident prevention.</p>		
Primary hazards include:	Solutions:	
Lifting-related injuries	Get help lifting/Lift safely/Stretching	
Falls	Make sure Ladder is on stable surface, don't reach to far out to the sides. Don't stand above top rung. Inspect all ladders before use.	
Electrocution	Use only fiberglass ladder when working around electricity. Use proper Lockout/tagout procedures.	
Slips, trips and falls	Inspect ladder treads before use. Shoes with non-slip soles.	

Table Saws:		Date: 9/12/05
<p>Tables saws use cut wood & laminates, cut and shape lumbers, ply-woods & plastic laminates)</p>		
Primary hazards include:	Solutions:	
Lifting-related injuries (lifting sheets of plywoods)	Get help lifting/Lift safely/Stretching	
Impact	Always Make sure Anti-kick back Guards are in place	
Cuts and amputations	Stay clear of saw blades. Never run saw without blade guards installed	
Eye injury	Wear protective goggles when using saws.	
Hearing loss	Wear ear protection when using power equipment.	
Slips, trips and falls	Keep floor clean from dust	

Routers:		Date: 9/12/05
<p>Use Routers use shape & trim woods, Lumbers, & Ply-woods.</p>		
Primary hazards include:	Solutions:	
Eye injury	Wear protective goggles when using saws.	
Hearing loss	Wear ear protection when using power equipment.	
Cuts	Never run router without blade guards installed	

Hand Power Tools:		Date: 9/12/05
This Activity Involves the use of Hand Power tools such as drill motors, skill saws, jig saws, Saws-alls, Roto-hammers, grinders, etc,		
Primary hazards include:	Solutions:	
Eye injury	Wear protective goggles when using Power hand tools	
Hearing loss	Wear ear protection when using power Chipping And Grinding equipment.	
Cuts	Never run Power tools without blade guards installed	

Bench Grinders:		Date: 9/12/05
Shape, Smooth & Wire brush Metals with Bench Grinder.		
Primary hazards include:	Solutions:	
Eye injury	Wear protective goggles & Face Shield when using Bench Grinders. OSHA Code requires double protection when use performing this task.	
Cuts, Abrasions, Penetration & Impacts	Tool rest needs to be $\leq 1/8"$ from grinder wheel	

Bleachers: 3-4 levels:		Date: 9/30/09
Bleachers are used throughout the parks system and at times required to be moved.		
Primary hazards include:	Solutions:	
Lifting	Stretch /lift as a team, one person giving instructions/ 2 people if they have rollers or are using dollies/ 4 people if no wheels or dollies or lifting onto a trailer.	
Foot Protection	PPE-Steel toed boots if lifting.	
Cuts	PPE-Cut resistant gloves.	
Trailers	Use racking straps/maximum 4 bleachers per trailer.	

Bleachers: 5 levels:

Date: 9/30/09

Move only if no other options are available. Follow all procedures listed in 3-4 level bleachers with the exceptions/additions.

Primary hazards include:	Solutions:
Clearance when Transporting	Beware of the overall height when bleacher is on trailer.
Outriggers	Remove before transporting.
Flagging	Flag both sides and rear of bleachers when transporting on trailer on public roads.
Loading	Maximum 1 bleacher on trailer/6 people minimum for loading and unloading.
Moving	Park trailer as close as possible/use dollies when possible.

Picnic Tables:

Date: 9/30/09

Picnic tables are often moved within the parks and to off site events.

Primary hazards include:	Solutions:
Lifting	Stretch/4 people minimum if lifting onto a trailer/ 2 people minimum if moving within a park/lift as a team.
Transporting off site	Ratcheting straps/4 tables maximum per trailer.
Cuts	PPE-Cut resistant gloves.
Foot Protection	PPE-Steel toed boots.

Football/Soccer Goals:

Date: 9/30/09

Primary hazards include:	Solutions:
Lifting	Stretch/2 people lift cross bars while standing on flat surface, no ladders.
Cuts	PPE-Cut resistant gloves
Transporting	Within park/2 people; outside park/disassemble/flag sides and rear/use ratcheting straps.

Appendix C (Janitorial)

Janitorial cleaning:		Date: 9/12/05
<p>This activity involves a variety of duties such as cleaning floor, Shampooing rugs, washing walls and glass and removing rubbish. On a typical day the employee may wet or dry mop floors, clean bathrooms, vacuum carpets or dust furniture.</p>		
Primary hazards include:	Solutions:	
Slips, Trips and Falls – wet floors and stairwells	Wear appropriate non-slip shoes.	
Falls - from Ladders	Make sure Ladder is on stable surface, don't reach to far out to the sides. Don't stand above top rung. Inspect all ladders before use.	
Cuts, bruises – from Machines and hand tools.	Use appropriate hand protection. Inspect work area for hazards	
Burns – from chemicals	Use appropriate PPE. Chemical resistant gloves	
Eye Injuries	Use appropriate PPE. Use goggles when mixing chemicals.	
Sprains and Strains – from moving heavy furniture and equipment	Use proper lifting techniques. Use 2 people to move heavy equipment.	
Electrocution	Check Power cords on all equipment before use. Report any cords in need of repair. Unplug cords at the outlet; don't pull the cord to unplug.	
Exposures - Blood borne Pathogens	Use appropriate PPE when cleaning toilets, urinals and cleaning up spills	

Soil Preparation and Grading:

Date: 9/12/05

Soil preparation is the process of preparing the existing soil material by loosening the sub-grade and mixing in soil conditioners such as topsoil, humus and fertilizer to a quality needed for planting and/or landscaping. *Grading* is the process of moving soil to the desired elevations and/or designed contours.

Primary hazards include:	Solutions:
Equipment Accidents	Train and certify operators
Slips and trips - uneven terrain	Wear boots with traction soles
Vehicle Accidents Hauling Equipment	Train and certify drivers
Cuts and amputations	Stay clear of tiller blades
Hearing loss	Wear ear protection

Irrigation:

Date: 9/12/05

The process of installing and maintaining irrigation lines has specific exposures resulting in injuries such as exposure to hazardous materials (e.g., glues, cleaners) and exposure to excavations and trenches.

Primary hazards include:	Solutions:
Glue and primer hazards	Wear protective gloves
Amputation	Stay clear of trencher blades/Inspect equipment
Electrocution	Call for utility locates
Hearing	Don't wear hearing protection while working near traffic unless using equipment that requires it.

Hardscape Construction:

Date: 9/12/05

The construction of retaining walls, hard surface patios, decks and walkways, water features, wood construction, etc. Injuries result from saw operation, lifting, slips and trips, power equipment noise.

Primary hazards include:	Solutions:
Cuts and amputations	Saw training/Ensure equipment safeguards are in place and functional
Hearing loss	Wear ear protection
Lifting-related injuries	Get help lifting/Lift safely/Stretching
Slips and trips	Keep job site clean
Struck by	Follow SOP's/Wear personal protective equipment
Trenching/Excavation	Protective systems/Training. Be aware and follow current regulations.

Planting:		Date: 9/12/05
This activity includes tasks such as planting trees, shrubs, and lawn, tree staking, work area housekeeping, and providing safe transport for crew to and from the job site.		
Primary hazards include:	Solutions:	
Lifting-related injuries	Get help lifting/Lift safely/Stretching	
Heat stress	Drink enough water/Pay attention to body signals/Rest breaks/Work and rest in shade when possible	
Cuts and hand injuries	Wear gloves/Inspect tools and equipment before use	
Slips, trips and falls	Keep job site clean	
Vehicle accidents	Train and certify drivers	

Lawn and Landscape Maintenance:		Date: 9/12/05
This activity includes tasks such as mowing, pruning, fertilizing, general clean-up, blowing, and providing safe transport for crew to and from the job site.		
Primary hazards include:	Solutions:	
Cuts and amputations	Keep clear of rotating mower and brush-cutting blades	
Hand injuries	Wear gloves	
Chemical exposure	Read and obey MSDS form information/Implement effective hazard communication program that includes employee training	
Eye injury	Wear protective goggles when using blowers	
Hearing loss	Wear ear protection when using power equipment	
Ergonomics	Maintain comfortable mower settings/Use safe-lifting techniques.	
Vehicle accidents	Train drivers	

Tree Care:		Date: 9/12/05
Tree care includes activities such as such as pruning, chipping and removal, plant health care, cabling, bracing, transplanting, consulting, fertilization and lightning protection. Many hazards in the tree care industry are potentially fatal. Exposure to overhead power lines, falling branches and tools, and faulty safety equipment are just a few of the dangers. Tree care may be provided by the parks department or outside contractors.		
Primary hazards include:	Solutions:	
Struck by	Use PPE (eg, hard hat)/know drop zone	
Cuts and amputations	Train safe chainsaw use and wear chaps	
Eye damage	Wear safety goggles	
Ear damage	Wear ear protection for chipping/chainsaw	
Electrocution	Comply with the 10-foot power line clearance rule (10 feet + 4 inches for every 10kV over 50 kV). Note: Other Minimum Approach Distances (MADs) may be applicable for trained employees as provided by <u>29 CFR 1910.269</u> .	
Slips, trips and falls	Use property tree tie-in	

Pesticides & Fertilizers:		Date: 9/12/05
This activity includes storage, handling, mixing and applications of pesticides and fertilizers to control pests and promote the overall health of our parks and landscapes. Only trained and certified personnel shall use and apply pesticides and fertilizers.		
Primary hazards include:	Solutions:	
Storage	Purchase only enough pesticide/Fertilizer to complete the task. Always keep in original labeled containers.	
Sprayer Preparation	Avoid direct contact when mixing and loading. Use proper PPE.	
Handling & Mixing	Select the safest formulation. Reduce concentrations. Mix only enough to complete the task. Wear all PPE stipulated on the label.	
Field Applications	Reduce rate of application. Select a method of application that minimizes personal contact. Wear all PPE stipulated on the label. Avoid drift.	
Equipment Cleaning and storage	Avoid direct contact when cleaning.	
Container Disposal	Dispose per Manufactures recommendations	
Spills	Avoid conditions which might lead to water contamination. Follow MSDS and Manufactures instructions for spill cleanup.	
General	Always read label. Always use appropriate PPE. Keep away from food and drink. Keep away from children & pets. Do not smoke or eat while handling or applying. Spills on skin wash immediately with soap and water.	

Appendix E (Building Maintenance)

Electrical:		Date: 9/12/05
This Activity would be Servicing, installing and maintaining electrical systems and equipment. Such as lighting, switches, receptacles, appliances, Panels and controls		
Primary hazards include:	Solutions:	
Electrocution	Use appropriate precautions associated with Ladder usage	
Eye injuries form sparks and arcs	Use appropriate PPE to protect hands	
Hand Injuries – from hand tools, sheet metals and sharps	Use goggles when working around live energized circuits.	
Falls From Heights (when using ladders)	Use Proper Lockout/Tagout procedures.	

Motors, Pumps, Fans:		Date: 9/12/05
This Activity would be associated with equipment mounted on floors, above ceilings and on roof tops. The actual tasks performed may be maintenance tasks such as greasing motors, changing belts and could also include motor change outs and complete unit change outs		
Primary hazards include:	Solutions:	
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage	
Slips, trips and falls	Keep job site clean, keep water off of floor,	
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.	
Musculoskeletal Injuries and strains	Use two people or hand trucks when moving heavy or bulky loads. Use proper tools to get into tight spaces.	
Electrocution	Use Proper Lockout/Tagout procedures.	

Refrigeration Compressors:		Date: 9/12/05
This Activity would be associated with Refrigeration compressors installed in/on equipment that provides comfort or process cooling and Air conditioning.		
Primary hazards include:	Solutions:	
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage	
Slips, trips and falls	Keep job site clean	
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.	
Electrocution	Use Proper Lockout/Tagout procedures.	
Chemical exposure	Use proper refrigerant controls to prevent release of gases. Always do acid tests on compressors suspected of bun outs.	

Appendix F (Recreation)

MAC PAC, MOVIES IN THE PARK, AND CONCERTS HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Pot holes, sprinklers, stage area, playgrounds, maintenance sheds	Be aware of your surroundings, look for possible trip hazards when first arriving at the area and when entering maintenance sheds. Mark these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	
Movie screen guide ropes, extension cords, speakers, and wire.	Movie screen guide ropes, and extension cords cone off.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, movie screen, EZ Ups, jump house blocks, heavy speakers and stands.	<ul style="list-style-type: none"> a. Use two people when handling b. Tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. When moving jump house, jump house blocks, movie screen, EZ Ups, or other heavy objects use a hand truck when possible. Two people to push hand truck up trailer ramp d. Put up heavy speakers and stands up last to avoid possible trip danger and speakers falling down on someone or being damaged. 	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat:		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill at the parks when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

Training

Review Assessment

Lifting

Defensive driving

Hands on demonstration of using hand trucks.

Review what's in the first aid kit.

Heat Stroke Prevention

OFFICE STAFF
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items on floor, office equipment, boxes, extension cords.	<p>a. Be aware of your surroundings, look for possible trip hazards when first arriving, and several times during the day. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away so it can get repaired or removed.</p> <p>b. If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away.</p>	

<i>Lifting/Carrying/Reaching High Shelves:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, Boxes, or other heavy objects.	<p>a. use two people when handling or a hand truck</p> <p>b. store all heavy items on a low shelf, never above waist.</p> <p>c. always use a ladder or step stool when reaching for items above your head.</p>	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Work Station:		10/5/09
Primary hazards include:	Solutions:	
Work Stations	Have a workstation analysis done once per year or anytime you change your workstation. Report any problems to your supervisor immediately so it can get corrected.	

Training

- Review Assessment
- Lifting
- Review what's in the first aid kit.
- Training on the proper use of a hand truck
- Work Station Analysis
- Proper use of ladders

HAZARD ASSESSMENT
POOLS

<i>Wet Surface:</i>		10/5/09
Primary hazards include	Solutions:	
Shoes or barefoot	<ul style="list-style-type: none"> a. shoes must be able to be worn in the water and have a rubber sole b. be aware of objects on floor or pool deck, remove objects when possible c. walk at all times even in a rescue situation 	
Slip Hazards	Do a daily walk though at the beginning of the day and identify areas most likely to slip, look at ways to prevent accidents in these areas.	
Trip Hazards	Keep areas clear around main traffic areas, move items such as chairs, clothing, lifejackets, and anything that might cause a trip hazard, or a person can fall on to an area less traveled.	

<i>Lifting:</i>		10/5/09
Primary hazards include:	Solutions:	
Patrons who are injured.	Get help when lifting, work as a team.	
Exiting water	Don't lift swim lesson patrons out of water, assist them if needed, or have them use stairs or ladders	
Moving Docks	When lifting the tot dock in or out of the water have three people in the water and one on deck, work as a team.	
Lounge Chairs	When carrying lounge chairs use two people, check for hazards before moving them to make sure the path is clear.	
Baskets	When checking baskets make sure everything is secure inside, put heavy baskets on the lower shelves	
Umbrellas	When putting up umbrellas have a guard on deck hand the umbrella to you when you are seated in the chair, and when taking	

	down hand the umbrella down to the guard on deck.
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Carrying:		10/5/09
Primary hazards include:	Solutions:	
Injured Patrons	Do not carry an injured patron, assist them to the first aid area. If they can not walk on their own, call 911 as it could be a serious injury	
Dock Removal	When carrying the tot dock always use two people, make sure the path is clear before moving it.	
Carrying Baskets	Never carry more than one checked basket at a time	
Toy Baskets	Make sure all toys are securely inside the toy basket before carrying it on deck, make sure the path is clear.	
Lifejackets	When carrying multiple lifejackets make sure straps are not hanging down.	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard dispenser provided.	
Blood Spills	For blood spills use the blood spill kit provided at the pool, wear gloves.	

Going Up and Down 6-foot Lifeguard Chairs:		10/5/09
Primary hazards include:	Solutions:	
	Before going up or down check the chair for any loose objects in the way, and secure them before going up or down.	
	Never jump off chair into the water or onto the deck, use all steps when getting up and down.	

Hit/Jumped on by swim lesson participant:		10/5/09
Primary hazards include:	Solutions:	
Jumping Participants	Never try and catch a swim lesson participant, jumping off of the side or diving board, or coming down the slide. Assist them once they have hit the water.	
Getting Hit	Be aware of all swimmers around you, position yourself so you are out of the way of kicking legs and watch arms so not to get hit.	

Heat:		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle when guarding, and drink lots of water. Fill the bottle before going on deck and ask the office to refill your bottle if need be while you are in the chair.	
Sun Exposure	Wear a hat when guarding in the sun. Put umbrellas up on guard chairs whenever possible	

TRAINING

1. Review Assessment
2. Lifting and Carrying
3. Heat Stoke Prevention
4. Onsite training at the pool on how to get up and down in guard chair, put umbrellas up, and lift tot dock in and out of the water.

PROGRAM INSTRUCTORS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items on floor, Tables, Chairs, TV's, boxes, extension cords.	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact the staff person at the site right away so it can get repaired or removed.	
Lifting	If the hazard is too heavy for one person to handle ask for assistance.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, Boxes, or other heavy objects	use two people when handling or use a hand truck	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Training

Review Assessment

Lifting

Review what's in the first aid kit.

Review building set up and where equipment is located.

SCOREKEEPERS, GYM SUPERVISORS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Items or wet spots on the floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away. If you are at a school contact the custodian immediately	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, or other heavy objects.	Use two people when handling	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat -When working outside:		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

Condition of Equipment and Facility:		10/5/09
Primary hazards include:	Solutions:	
Facilities	When arriving at the fields or facility check to see that the area is free of hazards	
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	

Training

Review Assessment

Lifting

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)

Walk though of facility or field to identify possible hazard areas

TOT PLAYGROUND, TOT SPORTS, JR GIANTS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away.	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, equipment or other heavy objects	<ul style="list-style-type: none"> a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, or other heavy objects use a hand truck when possible. 	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat - When working outside:		10/5/09
Primary hazards include:		Solutions:
Dehydration		Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure		Wear a hat when in the sun for long periods of time.

Condition of Equipment and Facility:		10/5/09
Primary hazards include:		Solutions:
Facility		When arriving at the fields or facility check to see that the area is free of hazards.
Equipment		Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.

Training

Review Assessment

Lifting

Defensive driving (for those who will be using City Vehicles)

Hands on demonstration of using hand trucks.

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)

YAC, SANTO COMMUNITY CENTER GREETER, DAY CAMPS
HAZARD ASSESSMENT

<i>Tripping:</i>		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor	be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

<i>Lifting/Carrying:</i>		10/5/09
Primary hazards include:	Solutions:	
. Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, chairs, speakers, water bottles, or other heavy objects.	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, EZ Ups, water bottles, or other heavy objects use a hand truck when possible.	

<i>Providing First Aid:</i>		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat -When working outside:		10/5/09
Primary hazards include:		Solutions:
Dehydration		Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure		Wear a hat when in the sun for long periods of time.

Moving Tables and Chairs:		10/5/09
Primary hazards include:		Solutions:
Lifting Tables		When placing tables on table mover in the Santo Community Main Hall, get assistance from someone attending the program, never stack more than 10 tables on a table mover.
Moving Chairs		When moving stacks of chairs use the blue hand truck (located in the Santo Community Center), never move more than six chairs at a time.
Pathways		Make sure pathway is clear before moving tables or chairs.
Tables		When moving tables by hand move one at a time only.

Training

Review Assessment

Lifting

Defensive driving (for those who will be using City Vehicles)

Hands on demonstration of using hand trucks.

Review what's in the first aid kit.

Heat Stroke Prevention (if working outside)



**Parks & Recreation Department
Standard Operating Procedure**

Policy Number: PRD-06-05
Pages: 1 of 2
Subject Area: Administration
Date of Issue: 12/19/06
Revised:

Title: Media Policy

Authorization:

Director Parks & Recreation

Superintendent

Date: 12-19-06

Date: 12-19-06

GENERAL

It is our policy to interact openly and professionally with the media. The goal of any interaction with the media is to ensure the media is forwarded to the person most appropriate for responding and to ensure media are given accurate and appropriate information.

SPOKESPERSON (S)

The Director shall be the official spokesperson for the department when interacting with the media.

Supervisors, Recreation Program Coordinators, Park Planners and Design/Construction Managers are authorized to respond to media inquiries regarding their specific program areas if they feel properly briefed on the specific topic. Any Parks and Recreation Department employee may be assigned by the Director or a Supervisor to provide a response to, or initiate contact with, the media.

Inquiries from the media regarding commissions or committees shall be forwarded to the department liaison for that group.

If the appropriate program/project staff or liaison is not available, the Office Administrator or Customer Service Specialist may assume the role of spokesperson if they feel properly briefed on the topic.

FRONT OFFICE STAFF

Frequently, members of the media phone the department general phone line when attempting to locate information regarding a subject. Front office staff shall endeavor to determine the appropriate program/project staff or liaison and facilitate their contact with the media.

If it is known that a staff person will be unavailable to respond to media the same day (out off office), front office staff shall refer media to the Office Administrator, Customer Service Specialist or Director.

UNANTICIPATED MEDIA CONTACT

Occasionally the media may personally approach or telephone staff directly. It is our goal to ensure the media is forwarded to the person most appropriate to respond to their questions.

Employees are not required to respond to “on-the-spot” media questions. They are required to be courteous and, if comfortable doing so, may answer questions about the specific work they are performing at that moment, in accordance with this policy. Supervisors may amend this policy for their part time and/or seasonal staff persons.

Employees are encouraged to decline immediate response to a media request if they are uncomfortable or not fully informed of a situation. When declining to talk to the media an employee shall immediately refer the media representative to the appropriate program/project staff, their supervisor or the director.

It is important that employees who do not feel comfortable answering on-the-spot media questions remember that there is no reason to feel defensive, embarrassed, or any need to be evasive. Referring the media representative to a supervisor for follow-up is perfectly proper and acceptable.

MEDIA PROCEDURE

- Be sure you are the appropriate person to discuss the issue. If you aren't, facilitate their contact to the right people/person.
- Be helpful, friendly and courteous
- Issues that may involve liability on the part of the City, or if other lawyers are involved should be immediately directed to the Director.
- Please provide information that is correct. All statements to the media should be facts, and not the personal opinion of the employee.
- Don't beat around the bush. It's frustrating for both you and the reporter when he/she can't understand what you're trying to say. Keep it short and don't engage in a lengthy conversation. There is no such thing as “off the record.”
- All personnel matters are confidential and should be referred to the Director.

PRD = Parks & Recreation Department

REC = Recreation Division

PRK = Parks Division

BMD = Building Maintenance Division

Tips on Effective Communication

- State your purpose clearly. Organize your ideas carefully, leave out everything else, and avoid jargon and acronyms. It helps to write down what you want to say before speaking with the reporter.
- Know your facts. Don't guess or assume anything. If you are not sure about something tell the reporter you do not know and you will call him/her back when you have verified the information, or refer the reporter to a source you believe will be reliable.

Good News and Bad News

- Not every story is going to be positive, but that doesn't mean we shouldn't try to put our best face forward.
- If you ever find yourself in the middle of a story that sounds controversial, or one you are uncomfortable speaking with a reporter about, refer to your Supervisor.

No Reason to Panic

- When a reporter calls, don't panic! They are simply doing their jobs by reporting the news. They're calling you because they want your views for their story. They aren't "out to get you." Hostility from reporters only comes when they feel you aren't being helpful. If you wish to speak with a reporter but are too busy to talk at the time, don't want to be rushed or need some time to get your thoughts together, ask the reporter what the story is about, ask what his/her deadline is, and tell him/her you'll call back at a mutually convenient time.
- If a reporter or camera crew just shows up at your door, contact your supervisor. Don't let them press you for quick responses. Take your time to collect your thoughts, comb your hair, or jot down some notes. They may be on deadline, but they will wait. Remember to be succinct in your responses. Broadcasts are notorious for creating "sound bites," and you'll want to get your point across quickly. Television camera crews often like to get "B-roll" for their story (background images), so they may ask you to go outside -- recommend places for them to get good images, City logo in background, park setting, etc.

Most importantly:

- Tell the truth – always and in all ways.
- Answer reporters' questions openly and honestly. If you don't know the answer, say that you don't know or that you'll have to get back to them with the answer.
- Always return phone calls to the media. If you need advice before returning the call, please refer to your supervisor.
- Never say "no comment." This looks as if you are trying to avoid giving a truthful answer. If there is a reason you can't comment, let the reporter know.
- Everything you say to a reporter is "on the record." If you can't say it "on the record," don't say it. A reporter is under no obligation to honor your request that something be "off the record."
- Try to answer negative questions with a positive response. If the question contains incorrect information, correct it immediately.
- If the reporter is hostile, remain calm and polite. Don't raise your voice. You can choose to end the interview at any time.
- Do not expect to control the questions you are asked or to edit the story prior to its publication.
- After you've spoken with a reporter, it is good practice to let your supervisor know.



Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-09-01
Pages: 1 of 2
Subject Area: Safety
Date of Issue:
Revised:

Title: Motorized and Electric Maintenance Carts

Authorization:

[Signature]

Director Parks & Recreation
[Signature]

Superintendent

Date: 12-1-09

Date: 12/1/09

Motorized and Electric Maintenance Carts

All drivers shall comply with all applicable state and local driving laws and parking regulations.

All drivers must possess a current driver's license.

Drivers shall inspect vehicles or equipment prior to use.

Drivers will drive according to the road/path conditions.

Only city employees will be allowed to ride in the vehicle unless on official City business or approval has been given by a member of the department's management staff.

Passengers must be seated in the seat, no passengers may ride in the back or standing on the side. Total number in the vehicle may not exceed manufacturer's recommendation.

Only city work related equipment or supplies may be carried in the cart.

If cart is equipped with lights they must be on while driving during poor weather or low light conditions.

Avoid driving in crowded areas unless absolutely necessary.

When driving use extreme caution, drive slowly, yield to pedestrians, and avoid backing if possible.

If towing a trailer, the trailer must be connected using a proper hitch.

No one may ride on or in the trailer.

Before backing walk around vehicle to make sure the area is clear.

Keys must be removed when vehicle is parked to prevent unauthorized use.

90-1-51

35-2-53

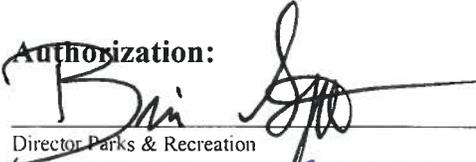




Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-06-04
Pages: 1 of 34
Subject Area: Facility Use
Date of Issue: 12/19/06
Revised: 05/26/10

Title: PARK USE POLICY

Authorization: 

Director Parks & Recreation

Date: 6-1-10



Superintendent

Date: 6-1-10

PLEASE SEE ATTACHED

- Park Use Policy**
- Vending Policy**
- Santo Center and Youth Activity Center Use Policies**
- Field Allocation**
- U.S. Cellular Community Park Operational Policies and Fees**

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division



City of Medford
Administrative Regulation

Regulation No.: 00-7-R8
Page: 1 of 33
Subject Area: Use Of City Property
Date of Issue: May 25, 2010
Supersedes: 00-7-R7 dated 1/25/10

Title: Park Use Regulations

PURPOSE

The City of Medford's parks and facilities are established and maintained as areas of recreation, relaxation and enjoyment for the citizens of Medford. It is the intent of the City to maximize the usage of these facilities within the limits of space, design and accommodations available at each park site. The highest priority for park use will be given to recreation and educational uses by Medford residents.

The Mission of the Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population.

The purpose of these rules and regulations are:

- A. To facilitate maximum use of public facilities by the general public.
- B. To coordinate the use of park and recreation facilities, thus assuring maximum opportunity for use through the convenience of advance reservations.
- C. To provide facilities at minimal cost to the general public; but where exclusive use takes place or special handling is required, to assess the appropriate fee.
- D. To coordinate the public use of facilities with maintenance, construction and other activities.
- E. To fairly allocate the use of available park space, so all parks receive fair and equal usage, commensurate with their size, Park Tier Classification and Leisure Services Plan Classification.

These purposes would be achieved less effectively absent this regulation.

To the extent it restricts speech or other expressive conduct, this regulation is intended to be content neutral and otherwise impose only reasonable time, place, and manner restrictions on any such speech or conduct. Any restriction imposed under these rules is intended to be narrowly tailored to serve a legitimate governmental interest and leave open ample alternative opportunities for speech or expression.

AUTHORITY

Section 2.185 - 2.190 Medford City Code

RESERVATION REQUEST

- A. How Made –
 - (1) Reservations may be made in person at the Parks and Recreation office at the Santo Community Center, 701 North Columbus; or by calling the Parks and Recreation office at 774-2400. COMPLETE PAYMENT MUST BE

RECEIVED BEFORE A RESERVATION IS VALID. Payment for phone reservations must be made with a credit card.

- (2) The appropriate paperwork must be completed and filed with the Parks and Recreation office and all fees paid prior to a reservation becoming final. If booths, equipment, etc. are part of the event, the request must be submitted at least thirty (30) days prior to the event.
- (3) Reservations may be refused if the amount of time before the reservation does not allow sufficient time to alert the Park Maintenance crew of the reservation.
- (4) Reservations may be made up to one year in advance of the date of the scheduled event.
- (5) The Parks and Recreation Department reserves the right to cancel any reservation due to circumstances beyond their control. This would include acts of nature and other such events which make use of the facility unsafe for the users or would be detrimental to the facility. If a group has reserved an area on an "on-going" basis for a period of time, and another event desires to use the facility, the Department may need to make some adjustments to the on-going reservation to accommodate other members of the community.

B. Liability

- (1) Permittees will be required to indemnify, defend and hold harmless the City, its officers, representatives, employees, agents and assigns against claims for losses and liabilities incurred solely from the willful or negligent conduct of the permittee or its officers, employees and agents during the time, place and facility reserved.
- (2) In the alternative, if the event involves activities or number of individuals that subject the participants or spectators or general public to harm, or otherwise pose substantial liability risks to the City or its property, the City may require that a permittee name the City as an additional insured as follows,

Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,000,000; Products - \$1,000,000; Personal & Advertising Injury - \$1,000,000; and Each Occurrence - \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

- (3) Nevertheless, each permittee shall be fully responsible for any claims for damages solely attributable to the willful or negligent acts or omissions of the permittee in connection with the permitted event or activity. Failure of the permittee to meet this legal obligation within 30 days of billing will be cause for the matter to be turned over to the City Attorney.

Notwithstanding the above, permittees shall not be liable for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event; and permittees shall not be liable to City for damages or injuries caused by third party reaction to the content of permittee expression, unless the content of permittee expression is actionable or allows for prosecution under Oregon or Federal law (Examples including but not limited to: fighting words; obscenity; libel, slander, sedition, incitement, fraud).

CLASSIFICATION OF GROUPS AND PRIORITY OF USE

A. The following classification system is developed in order to help provide for a systematic approval of facility use by different community groups and to assist in the charging of fees:

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> • City of Medford programs and classes
B	Second	Accredited educational institutions <ul style="list-style-type: none"> • Medford School District 549-C • St. Mary's School • Phoenix-Talent School District
C	Third	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
D	Fourth	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> • General public
E	Fifth	Commercial usage <ul style="list-style-type: none"> • For-profit groups and events • Groups charging event fees

B. Fees

Permit fees herein reserve to the permittee exclusive use of a particular park facility on a particular date for a specified time. These fees estimate the costs to Parks and Recreation Department staff time to process the applications and otherwise administer the reservation of using a particular park facility on a particular date for a particular time, including but not limited to reviewing applications, reviewing schedules, considering competing use inquiries, remote and on-site administration of reserved use on the date, time and facility specified in the permit application.

The primary benefit to a group in applying for and paying a fee for a permit is that they thereby have the area reserved and are entitled to exclusive use of that area. If not specific reservation is requested, and providing that groups comply with all general laws and regulations – for example traffic laws, requirement of permits for use of amplifiers, ability to regulate competing uses, hours of operation, etc.; -- groups and individuals may assemble in a City park without applying or paying a fee for a permit to do so.

	<u>Groups</u>	<u>Commercial</u>
1. General Use Permit		
Per Two-Hour Time Slot	\$ 27.50	\$ 55.00
All Day Fee (6 am - 10:30 pm)	\$160.00	\$426.00

	<u>Groups</u>	<u>Commercial</u>
2. Special Use Permits - (Requiring site plan & event details)		
Per <u>Two</u> -Hour Time Slot	\$ 55.00	\$110.00
All Day Fee (6 am - 10:30 pm)	\$320.00	\$852.00

Special Event Fee

A Special Event Fee may be charged to the above rates as follows:

51-100	\$16.50 per two hour rental
101-150	\$24.50 per two hour rental
151 and up	\$33.00 per two hour rental

A walk-thru with Park staff may be required. Such walk-thru shall be scheduled a minimum 20 days prior to the event. If it is determined that Park staff should be in attendance during the event, an additional hourly rate of \$16.00 shall be assessed.

	<u>Groups</u>	<u>Commercial</u>
3. Use of Bear Creek Amphitheater		
Per <u>Three</u> -Hour Time Slot	\$83.00	\$166.00
Does not include Amplification Fee		

A mandatory walk-thru with Park staff is required for all events in this facility. Such walk-thru shall be scheduled a minimum 20 days prior to the event. If it is decided that Park staff should be in attendance during the event, an additional hourly rate of \$16.00 shall be assessed.

- | | | | |
|----|--|----------|----------|
| 4. | Park Amplification Permit | \$16.00 | \$ 16.00 |
| | If amplification monitoring is required, a \$16 per hour fee will be charged. | | |
| 5. | Hawthorne & Jackson Pool Rental | | |
| | Per Two Hour Time Slot | | |
| | 1 – 80 | \$210.00 | |
| | 81 – 120 | \$250.00 | |
| | 121 – 160 | \$285.00 | |
| | 161 – 200 | \$320.00 | |
| 6. | Commercial Photography – See Requirements and Fees for Commercial Photography Activities. | | |
| 7. | Special Preparation Fee – Actual costs incurred by the Department to prepare a site before an activity will be assessed to the event (i.e. cost of mowing an undeveloped area, etc.) | | |
| 8. | No fee will be charged for Groups A & B. However, the Medford Parks and Recreation Department reserves the right to charge a full or reduced fee in the event of unplanned costs associated with the event/rental. | | |
| 9. | A permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators of for general law enforcement in the vicinity of the event, unless the content of permittee expression is actionable or allows for prosecution under Oregon or | | |

Federal law (Examples including but not limited to: fighting words; obscenity; libel, slander, sedition, incitement, fraud).

SOUND

No person shall use any device to amplify sound in any park unless a valid permit has been issued by the Parks and Recreation Department

The Parks and Recreation Department may issue a sound permit for a designated park area and time. The Parks and Recreation Department may also include conditions in the permit, which they deem reasonable; and they may revoke a permit to a person or group of persons who have violated the terms of a permit within the previous year. No person who holds a valid sound permit issued by the Parks and Recreation Department shall amplify sound within a park in violation of any conditions stated in that permit.

Maximum amount of time that amplified sound will be allowed during an event is three hours. This provision may be waived if the event is part of a City-sponsored or partnership event.

No person shall use any device to amplify sound between the hours of 10:00 p.m. and 8:00 a.m. on public property or on public right-of-way.

Due to safety concerns the Parks and Recreation Department will not issue a reservation or sound permits for events or rentals, adjacent to the Hawthorne and Jackson Aquatic Centers, during their hours of operations.

NON-PROFIT FUND RAISING

A non-profit corporation, organization, or group whose income from the activity is used for the benefit of Medford residents, and no part of which is distributed to members, directors, or officers, is permitted to sell in the parks if:

- A. They are selling as part of a special activity or event;
- B. They are raising money either for activities they sponsor in Medford or for a local non-profit organization that serves Medford;
- C. They hold the City harmless for their activity;
- D. They limit their fund raising by any one nonprofit organization to two events in one calendar year; and
- E. They apply for a permit and abide by conditions contained therein.

ALCOHOL

- A. Except as provided in Section B below, no person shall consume alcoholic liquor in any public park, public right-of-way, street, sidewalk, or alley.
- B. With the advance approval of the Parks & Recreation Director, the sale and consumption of wine and malt beverages may be allowed in a controlled setting at certain special events within park facilities:

If a request for use of alcohol is denied by the Parks & Recreation Director, the applicant may appeal the denial to the City Council.

TOBACCO POLICY

- A. Smoking is prohibited inside all City of Medford facilities, including restrooms, the Santo Community Center, the Youth Activity Center; as well as other buildings owned, leased and operated by the City of Medford.
- B. Tobacco Free Facilities. The following Parks and Recreation sites are designated "tobacco free:" U.S. Cellular Community Park, Santo Community Center and the Youth Activity Center

VEHICLES AND REMOTE VEHICLES

- A. Only areas designated by the Parks and Recreation Department will be available for shows requiring vehicle access. Normally, vehicle shows, boat shows or car shows will use non-irrigated turf areas. Any approved event, which requires vehicle access on irrigated turf, may require a Parks and Recreation Department staff person to be present to help prevent damage to turf and irrigation systems. The direct cost for providing event supervision and marking of irrigation systems will be passed on to the event organizers.
- B. The Parks and Recreation Department may require adequate protection be provided so that oil leaks do not pollute or kill turf areas (i.e. drip pans, tarps, plywood sheets).
- C. Vehicles necessary to the set up, take down, and operation of a special event may be allowed in some parks. Permission to have vehicles in the park during the activity must be approved prior to the event, and a validated vehicle access permit must be obtained for each vehicle
- D. The Parks and Recreation Department reserves the right to limit the size and number of vehicles within park boundaries at any park and/or event.
- E. The use of remote control vehicles in park areas, unless otherwise designated, is prohibited such as:
 - Radio control cars
 - Radio control airplanes

SITE PLAN

- A. Special use permittees, who plan to bring equipment, booths, etc., into a park, must provide the Parks and Recreation Department with a site plan a minimum of thirty (30) days prior to the event. These site plans will be reviewed by the Department prior to the final application approval. The Department shall provide scale maps for this purpose.
- B. All permittees with events requiring a site plan must schedule an on-site meeting with a Parks Department representative a minimum of twenty (20) days prior to the event. The Department reserves the right to change locations, etc., if, in the opinion of a Parks and Recreation Department representative, the conditions of the park cannot support the event.

- C. All site plans must not contain modifications or constraints to current electrical systems within the park site. All site plans must not modify current park configurations.

REQUIREMENTS AND FEES FOR COMMERCIAL PHOTOGRAPHY ACTIVITIES

This is defined as still or motion picture filming within public parks and open spaces for the purpose of making a feature film, TV series, commercials, advertisements, etc., for commercial use.

All requests for the above type activities need to be initiated through the City Manager's Office – 774-2000 (see Film Permit/Production in City of Medford Administrative Regulation).

HOT AIR BALLOONS

On a normal basis, Hot Air Balloons for commercial or private use will not be permitted to launch or land in parks, due to inherent liability and noise, except in an emergency situation. However, with prior approval of the Parks and Recreation Director, they may be allowed at the Medford Sports and Community Park.

FENCING / STAKING

Fencing, staking, and placement of booths in Medford City Parks should be self supporting. If stakes are put into the ground, the Parks and Recreation Department must approve stake location. The permittee will be responsible for all damages caused to underground utilities. Events shall not block the public's access to a park by putting fencing or other barriers across public walkways, or restrict movement from one side of the park to the other on public sidewalks.

RESTROOMS

While many Medford Parks are equipped with restroom facilities, these are generally inadequate for large events. If Medford Parks and Recreation Staff deem that the permanent facilities in any given park are not adequate for an event, the applicant may be required to provide one (1) portable restroom unit for every 125 people estimated to be in attendance. Placement of restrooms should be arranged with the Department.

GARBAGE

Garbage and general clean-up is the responsibility of the permittee. If the permittee anticipates more than 500 people, they should be prepared to provide one 3-yard drop box for every 250 people estimated attendance. Placement of the drop box should be arranged with the Department

DAMAGE

If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

APPEAL

If a permit is rejected by the Parks and Recreation Department, the applicant shall have the right to appeal to the City Council. The Parks and Recreation Commission shall review the appeal first and make a recommendation to the Council.

VENDING POLICY

Objective:

The objective of awarding vendor privileges in parks is to provide the public with access to food, beverage, and other park related products or services where such otherwise would not be conveniently available.

Vendor privileges will be granted only when Recreation Division management has determined that the products or services offered will provide an enhancement to the park.

Vendor privileges herein may be subject to ORS 346.511 to ORS 346.570 and rules promulgated there under.

Scope:

These specifications are intended for application to park vendors other than those permitted and controlled by Special Events, City of Medford Permits, Contracts or Agreements.

Permit Period:

Unless specified otherwise, the permit period is from date of agreement through December 31, of the year issued. Limited to season and hours of operation as specified on the permit.

Approved Locations:

The Medford Parks and Recreation Department will determine the parks and the location within the parks vending will be allowed. See Appendix A for a list of parks and locations where vending is allowed.

Requirements:

Insurance

During the life of the Permit, Vendor shall maintain the following minimum insurance:

(1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate-\$1,000,000; Products/Completed Operations Aggregate-\$1,000,000; Personal & Advertising Injury Aggregate-\$1,000,000; Each Occurrence-\$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

(2) Motorized Carts:

Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

Coverage shall be written on an occurrence basis, not on a claim made basis. Vendor shall submit to CITY certificates of insurance for all policies listed above. The certificates shall provide that the insurance company give written notice to CITY at least ten (10) days prior to cancellation of or any material change in the policy.

Indemnity and Compliance with Laws and Regulations

Vendor agrees that (s)he will hold CITY, its officers, employees and agents harmless from any claim, liability, damages or obligation arising from Vendor activities performed during the course of the work and will indemnify CITY for the amount of any obligation it may incur on account thereof or arising therefrom. Provided, however, that Vendor shall not be required to indemnify CITY against liability for damage arising out of death or bodily injury to persons or damage to property caused in whole or in part by the negligence of CITY, except to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Vendor or Vendor's agents, representatives or subcontractors.

Vendor shall at all times observe and comply with all federal and state laws and local ordinances and regulations, in any manner affecting the conduct of the work.

Independent Contract Status

It is agreed that Vendor shall perform the work as an independent contractor and is not an employee of CITY. Vendor maintains his or her own place of business, uses his or her own equipment, and shall perform the work specified independent of CITY's supervision and control, being responsible only for satisfactory performance and completion of the work.

Licenses:

The Vendor shall obtain all necessary licenses and permits and pay all fees required to operate such concession and shall comply with all federal, state, and local laws and regulations applicable to such operation.

Licenses include but are not necessarily limited to:

City of Medford Business License
County Health Permit

Conditions of Operation:

1. Vendor accepts full and complete responsibility for any and all loss of or damage to any item of Vendors property from any cause whatsoever and expressly releases the City of Medford, its officers, agents, and employees, from any liability therefore.
2. The Vendor contract or privilege therein provided may not be assigned or transferred. Failure to comply with this provision will result in termination of the contract.
3. The Vendor shall not subcontract its work under this Agreement, in whole or in part.
4. Vendor shall be responsible for cleanup of all park area within 100 feet from each concession outlet. Vendor shall be responsible for removing all such litter and shall be responsible for removing all refuse and waste generated by Vendor's operation. All such litter, refuse, and waste shall be removed from City property for proper disposal at Vendor's expense. Vendor shall provide refuse containers suitable for placement of litter generated by customers or other persons. Refuse shall be removed from park by the Vendor at Vendors expense. The City shall charge for the costs of special cleanup necessary should the Vendor fail to reasonably perform. The charge will be the actual costs incurred by the Department including employee wages including benefits, equipment costs and refuse disposal.
5. The Vendor is confined to the areas specified or subsequently determined to be satisfactory by the Parks and Recreation Department. Such areas may vary from time to time and may be extended or restricted as the need appears.

6. The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
7. Utilities used by or for the benefit of the Vendor shall be paid for by Vendor at a rate to be determined by the Director of parks and Recreation.
8. The Vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.
9. Pushcarts, trailers, and mobile units must be removed from Park property on days when not open for business and at time other than the season and hours of operation as specified.
10. Prices of items and/or services sold or offered shall be visibly posted.
11. Vendor shall not sell or distribute alcoholic beverages under the privileges provided herein.
12. Vendor shall eliminate any unsafe condition or public hazard resulting from or associated with Vendor activities without delay as directed by the Parks and Recreation Department.
13. Vendor shall be responsible for cost of repair or replacement for any damage to park property from Vendors activities.
14. Vendor shall not use any amplified device to attract customer's attention.
15. No competing vendors will be permitted in any one park (Vendors selling similar products)

Rights Reserved:

1. The City reserves the right to reject any and/or all Vendor permit requests, in whole or in part.
2. In the event that Vendor fails to comply with any of the requirements or conditions of the agreement, which is based upon and includes these specifications, the City reserves the right to suspend or terminate immediately the vending permit by mailing written notice to the Vendor at the address on file with the City.
3. The Parks and Recreation Department reserves the right to terminate a concession contract or portion thereof should the service prove unsatisfactory in the opinion of the Department.
4. The Parks and Recreation Department reserves the right to determine the exact location or route within each park or right-of-way area adjacent to each park where the Vendor may conduct operations under the terms of the Vendor agreement.
5. The Parks and Recreation Department, on 10 days written notice to the Vendor, may terminate the concession contract for any reason deemed appropriate in its sole discretion.
6. If the Vendor voluntarily terminates the agreement, or if the agreement is terminated by the City for any cause, Vendor shall forfeit all amounts paid to the City.
7. The Parks and Recreation Department reserves the right to exclude the Vendor from the agreed location for up to five (5) days per month for any reason. The vendor may be excluded at additional times specified.
8. The Parks and Recreation Department reserves the right to review for approval all items and services offered and all prices of items and services provided to the public.

9. The Parks and Recreation Department reserves the right to add or withdraw park locations from the list of approved locations without notice.

Permit Process and Instructions to Vendors:

1. Fill out permit application.

2. Submit completed permit application along with a \$25.00 application fee to the Medford Parks and Recreation Department with copies of the required insurance and license attached. The fee will be waived for non profit groups and organizations providing the Parks and Recreation Department with a non profit number.

3. The City reserves the right to reject any or all application requests in whole or in part.

4. Approved permits will be issued within ten working days from the time the application is approved by the Departments Parks and Recreation management.

5. A rate of \$30.00 per day will be charged to commercial Vendors. Fees must be paid for the length of the contract at the time permit is issued.

6. A rate of \$15.00 per day will be charged to groups who provide the Parks and Recreation Department with a non profit number.

7. Payments may be paid by cash, check, Visa/MasterCard at the Medford Parks & Recreation Office located at 411 W. 8th Room 225, Medford Oregon. 97501

REC = Recreation Division

PRK = Parks Division

BMD = Building Maintenance Division

SANTO COMMUNITY CENTER & YOUTH ACTIVITY CENTER

Booking Guidelines:

1. Space is reserved only when the booking is processed and approved by Medford Parks and Recreation staff and full payment is made. Reservations are accepted at the Santo Community Center, 701 N. Columbus, or by calling 774-2400.
2. RENTAL FEES ARE DUE WHEN SPACE IS BOOKED. Cash, check, credit card, purchase order or money orders are accepted. All checks and/or money orders should be payable to the "City of Medford."
3. Fees are refundable only with a one (1) week notice of cancellation.
4. A security deposit is required for all Drill Hall and Gym rentals. A debit or credit card number will be kept on file when the initial reservation is made. Direct cleaning costs and/or equipment repair or replacement costs are processed within one week upon conclusion of the rental if the facility is damaged or not left in acceptable condition, as determined by Medford Parks and Recreation management.
5. If available, rental space may be reserved on a continuous basis for groups needing consistent meeting space. The maximum amount of time for this type of rental is three months, unless otherwise negotiated with a representative of the Medford Parks and Recreation Department. Rental permits will only be provided to those that are 18 years of age and above.
6. The City of Medford retains the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.
7. The Medford Parks and Recreation Department may terminate any rental activity when it is necessary for the safety and enjoyment of the public; if the renters violate any rules and regulations of the City of Medford, or if cancellation is deemed necessary in the public interest. The City will not issue any refunds for fees, rents, or deposits due to the termination of a rental through the violation of rules for the facility.
8. Renters will not assign or sublease any portion of the premises, or any rights under the permit without prior approval of the Medford Parks and Recreation Department. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.
9. Request from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to the Medford Parks and Recreation Department for inspection upon request. If the event involves any type of performance such as; music, poetry reading, etc., the applicant warrants and represents to the City of Medford, its officers and employees from every expense, liability, or payment including attorney fees by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
10. Publicity of any type may not be released or used relating to any event until approval is granted for the application. All publicity may be subject to approval by the Medford Parks and Recreation Department prior to release.

11. Events that include sales of merchandise or goods on public facilities may require City Council approval.

12. The Medford Parks and Recreation Department, when deemed in the best interest of the City or Community, may make exceptions to the established policies, rules and fees.

Facility Use Guidelines:

1. Scheduled use of rooms must include preparation and clean-up time. Entrance to the facility is allowed at the time specified on the approved rental contract. Renters are required to exit the building by the specified end time for the rental on the approved contract.

2. Community center patrons must set-up and remove any chairs, tables, and equipment used in the rented area. Rented areas must be returned to its original condition and equipment arrangement. Check with staff if special assistance is needed.

3. All equipment and supplies must be removed at the completion of the rental. In the event that your rental required additional equipment, tables, chairs or AV equipment that was provided by the Department, these items must be placed back into their proper classroom or storage area. Please see our Center staff for assistance.

4. Attendance is limited to the occupant load of the facility as established by the City Fire Marshal or as determined by the Medford Parks and Recreation Department.

5. Renters are to adhere to the following rules:

- a. **No smoking or tobacco use in the building or within 50 feet of the building**
- b. No alcoholic beverages on City property (inside or outside)
- c. No bicycles, skateboards or roller skates in the building
- d. No open flames, candles or incense
- e. Close windows and turn off lights as you leave your area

6. Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, a Parks and Recreation staff member should be contacted to assist in the preparation of the event.

7. Renter shall not drive any nails, screws, tacks, pins or other objects into the floors, walls, ceilings, partitions, doors and window casings. The use of duct tape on walls is prohibited.

8. No structure or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.

9. Sound amplification must be requested when applying for application to rent the facility.

10. At no time shall exits or electrical panels be covered or obstructed.

11. No equipment, tables, chairs or any other items that cause obstruction be placed in hallways.

12. Authorized representatives of the City shall have the right to enter the facility and all parts thereof at any time during a scheduled event.

13. If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

Youth Activity Center -- Rental Fee Rates

1. The new Youth Activity Center (YAC) may be rented by the public for \$45/hour. The maximum facility occupancy is 25.
2. A security deposit is required for all YAC rentals. A debit or credit card number will be kept on file when the initial reservation is made. Direct cleaning costs and/or equipment repair or replacement costs are processed within one week upon conclusion of the rental if the facility is damaged or not left in acceptable condition, as determined by Medford Parks and Recreation management.
3. Santo Community Center booking and facility guidelines apply to all YAC bookings.

Santo Community Center – Rental Fee Rates

Location			Charge		
Room	Max	Max W/Tables	Group A,B & C	Group D	Group E
5	49	34	N/C	\$17/hr	\$30/hr
7	29	20	N/C	\$17/hr	\$30/hr
11	20	14	N/C	\$17/hr	\$30/hr
18	49	49	N/C	\$17/hr	\$30/hr
16	36	23	N/C	\$17/hr	\$30/hr
14	26	16	N/C	\$17/hr	\$30/hr
12	26	16	N/C	\$17/hr	\$30/hr
22	11	11	N/C	\$17/hr	\$30/hr
Hall*	50	50	N/C	\$25/hr	\$40/hr
Hall*	180	140	N/C	\$35/hr	\$50/hr
Gym	TBA	TBA	N/C	\$45/hr	\$60/hr

* Drill Hall Rental Fees – First fee is for groups of 50 or less. Second fee is for groups with more than 50 participants, up to the maximum amount of capacity allowed.

User Group Classification

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> • City of Medford programs and classes
B	Second	Accredited educational institutions <ul style="list-style-type: none"> • Medford School District 549-C • St. Mary's School • Phoenix-Talent School District
C	Third	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
D	Fourth	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> • General public
E	Fifth	Commercial usage <ul style="list-style-type: none"> • For-profit groups and events • Groups charging event fees

Tot Birthday Parties

Tot Birthday Parties may be scheduled at the Santo Community Center with seven (7) days notice (if a holiday, rental would only be possible if staff is available to work on the holiday). There is a minimum two (2) hour rental for Tot Birthday Parties. Following is the fee schedule:

\$95.00 for first two (2) hours
\$35.00 for each additional hour

Usage Fee

A usage fee will be assessed to all building users. This fee will be a resource that will assist in keeping the Center cleaner, safer and better maintained.

A flat fee of \$15.00 per group/per use will be charged to Groups D and E.

Groups A, B and C will be charged as follows:

1-5 uses per quarter: \$15.00 (\$5.00 per month)
6+ uses per quarter: \$30.00 (\$10.00 per month)

Medford Parks & Recreation Department Park Classifications

Park Name	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Abe Lincoln Elementary		•		•	
Alba Park			•		
Bear Creek Amphitheater			•		
Bear Creek BMX	•		•		
Bear Creek Dog Park			•		
Bear Creek Greenway				•	•
Bear Creek Little League Fields	•		•		
Bear Creek Park	•		•		
Bear Creek Skate Park	•		•		
Crissy Park					•
Donahue-Frohnmayr Park			•		
Earhart Park				•	
Eastwood Cemetery					•
Fichtner-Mainwaring Park	•		•		
Hawthorne Park	•		•		
Hawthorne Pool	•		•		
Holmes Park			•		
Holmes Park – Frisbee Golf Area	•				
Hoover Elementary		•		•	
Howard Elementary		•		•	
Jackson Park	•		•		
Jackson Pool	•		•		
Jefferson Elementary		•		•	
Kennedy Elementary		•		•	
Lewis Street Park		•			
Lone Pine Elementary		•		•	
Medford Sports Park	•		•		•
Midway Park	•		•		•
Park Name	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
North Medford High School	•		•		
Orchard Hill Elementary		•		•	
Prescott Park					•
Railroad Park			•		
Roosevelt Elementary		•		•	
Ruhl Park			•		
Santo Community Center			•		
Table Rock Park					•
Union Park			•		
Veterans Memorial Park			•		
Vogel Plaza			•		
Washington Elementary		•		•	
Wilson Elementary		•		•	
Youth Activity Center			•		

Tier 1

Park/School facilities that are suitable for sporting activities and organized sports leagues. Facilities do not border two or more rows of housing and provide sufficient number of parking spaces for events. Or, provide at least 25 feet of buffer space between homes and playing fields. These facilities will be scheduled to full capacity for organized sports leagues for games and practices before Tier 2 facilities are scheduled.

Tier 2

School/Park facilities that are suitable for sporting activities, organized sports leagues and practices. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities. These facilities may not have the amount of parking or access that Tier 1 facilities may provide.

Tier 3

Special Event Facilities – Parks and facilities that are able to hold small to large special events. These events may include: concerts, plays, amplified sound, community celebrations, weddings, and company and family picnics, family reunions. These parks may also be classified as another Tier park as well, but may not be suitable for organized sports league play. Please note, that any Tier 3 park may be used for events that are classified in Tier 4 facilities as well.

Tier 4

School/Park facilities that are suitable for Small Community Gatherings. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities.

Tier 5

Parks that are designed for open space use and/or are undeveloped or future sites for park facilities. This classification is also for Bear Creek Greenway and Riparian areas.

FIELD ALLOCATION PROCEDURES

Section 1 - Purpose

The purpose of this policy is to outline the procedures by which youth and adult sport organizations request facilities and services from the City of Medford. Allocation of City controlled facilities, payment of fees and procedures to apply for such facility use are outlined in this procedure.

Section 2 – Eligibility

Youth sport groups, organizations, teams, clubs are eligible to apply if they:

- A. Provide services to Medford residents
- B. Provide services targeted toward children, age 17 or under
- C. Are eligible for non-profit status as defined by the Internal Revenue code
- D. Can demonstrate benefits to the citizens of Medford

Groups from the Phoenix/Talent School District may be deemed eligible to apply because the City maintains facilities within district boundaries.

Adult sports groups or organizations receive secondary consideration in field allocations. These groups are eligible to apply if they:

- A. Provide services that include Medford residents
- B. Are associated with an organization that provides insurance coverage to facilities and City of Medford

Section 3 – Guidelines

The primary consideration of this policy is how to maximize facility use and how to best serve the community. The Recreation Division will make every effort to accommodate all requests.

It is possible that a group may not receive all the field time it requests due to other groups requesting the same times and spaces. It may be necessary for groups to adjust game and practice scheduling based on facility availability.

The following criteria are used to evaluate each request:

- Youth serving organizations (listed in no particular order)
 - Medford Parks & Recreation programs
 - Rogue Valley Soccer Club
 - Medford American Little League
 - Medford National Little League
 - Pop Warner Football
 - ASA Softball
 - Babe Ruth Baseball
 - YMCA
 - Phoenix/Talent Soccer Club
 - Medford School District
 - Phoenix/Talent School District
- Groups and organizations serving Medford residents
- Organizational need, i.e., the number of participants served and number of games and practices scheduled
- History of compliance with Parks & Recreation procedures
- Past performance in helping maintain or upgrade facilities

If multiple groups or organizations request the same facility, the Recreation Superintendent will evaluate the information submitted by the applicants and will attempt to negotiate a mutually beneficial arrangement and/or make a final allocation decision.

Section 4 – Application Procedure

Eligibility of the group, availability of facilities, or feasibility of any improvement project is determined by the Recreation Superintendent.

To be eligible for field allocation, all information requested on the attached application form must be filled out completely. This information is vital for staff to provide important information to the public, make responsible decisions on field allocation and improvement projects, settle conflicts, and also help justify further facility development.

A. All groups or organizations must:

1. Fill out the application form and develop the required organizational information for the type of service requested.
2. Submit the application form and all requested information to Rich Rosenthal, Recreation Superintendent, 411 W. 8th St. – Room 225, Medford OR 97501 or hand-deliver to the Santo Community Center, 701 N. Columbus Ave., Room 4.
3. **All materials must be received by Friday, December 21 (for March-July time period) or Friday, May 21 (Aug-Oct. time period) at 5 p.m.** Groups that miss the due date will have applications considered only if space is available.

B. In addition to the above, **sports leagues and groups** must submit (at least 30 days prior to the start of the season):

1. Team roster(s) listing names and addresses of each player.
2. Season practice and game schedules.

C. **Individual teams** not served by eligible groups or organizations are considered for field space after permits have been issued if they:

1. Submit a roster listing names and addresses of each player.
2. Reserve a facility by paying park rental fees.

Section 5 – Fees

Fees are based on a price per player in youth or adult categories. Fees are also based on a season. March-July and August-November schedules are treated as different seasons; fees are assessed each season.

Youth Fees:

\$5.20 per player

\$9.40 per player (out of district/non-resident)

Adult Fees:

\$8.30 per player

\$15.60 per player (out of district/non-resident)

Fees are due prior to the first game of the season or at the time of the request.

Make payments to:
City of Medford
Parks & Recreation Department
701 N. Columbus Ave.
Medford OR 97501

Section 6 – Usage Permits

Once facility use is determined, a facility use permit is issued to the group for one season only. Groups are required to re-apply for each season.

Season	Permits Issued
March-July	February 1
August-November	July 15

In order to settle potential field-use disputes, users should keep a copy of usage permits on hand at all practices and events.

There will be a rental fee charged for using facilities associated with individual teams. A Medford Parks and Recreation Facility Rental form will need to be completed and fees paid before a requesting team will be issued facilities.

Most fields are closed for annual maintenance from Nov. 15 to March 1.

Section 7 – Responsibilities of Facility Users

- Groups shall clean and maintain the field and spectator areas assigned to them by picking up trash after day and evening use.
- The group shall have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities.
- Groups must be good neighbors and keep sound levels to a minimum.

Section 8 – City Services

The City may provide the following services:

- Provide athletic facilities for a reduced fee for youth organizations
- Coordinate field maintenance projects in order to reduce the impact of organizations that use athletic facilities.
- Provide basic field maintenance of all City park facilities, i.e., mowing, watering, fertilizing, general park repair.
- Coordinate special maintenance and other facility use needs.
- Serve as a clearinghouse of information for the public concerning all youth and adult sports leagues operating for Medford residents.

Section 9 – Partnership Funding

Partnership funding is a process in which groups can waive user-fee assessments in exchange for improvements or maintenance upon the facilities that they use during their particular season. Many current youth groups make improvements to facilities that are beyond the scope of services provided by the City of Medford.

- Partnership funding requests must show an improvement to the fields or facility and are not part of the regular maintenance that is performed by the Parks and Recreation Department.
- Applicants must submit the Partnership Funding form to be considered. Requests must be made prior to work beginning on proposed fields or facilities.
- The Parks and Recreation Director and Parks Superintendent will review all partnership funding applications for field and facility improvements.
- If the partnership agreement is approved, groups will work with City staff to coordinate all aspects of the project.

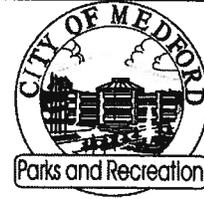
U.S. Cellular Community Park Sports Fields



Operational Policies & Fees Rental Application Tournament Director Manual

Rates effective Jan. 1, 2010

Primary Contact:
Rich Rosenthal
Recreation Superintendent
(541) 774-2483
richard.rosenthal@cityofmedford.org



Rental Application Procedure

1. All teams, leagues, and tournament directors wishing to use the U.S. Cellular Community Park softball/baseball facility must fill out a Rental Application Form and submit it to the Medford Parks and Recreation Department within 30 to 365 days of the proposed event.
2. Submit the completed application form with a \$25 application fee and a \$150 refundable deposit. Make checks payable to "City of Medford." **A debit or credit card number will be kept on file as a means to guarantee final payment.**
3. Applicant will be contacted by Parks and Recreation Department staff within 10 working days.
4. Upon receiving rental approval, the requesting party will have five business days to provide the Medford Parks and Recreation Department with insurance documentation.
5. The City of Medford notify the renter of remaining rental fees and charges upon conclusion of the event. **Final payment is due within 7 days after notification.**

Cash, personal checks, cashier checks, Visa, MasterCard or debit cards are accepted forms of payment.

Submit payments to:
Medford Parks and Recreation
701 N. Columbus Ave.
Medford OR 97501

Pay via phone by calling (541) 774-2400
Or pay in person to: Rich Rosenthal, Recreation Supt., (541) 774-2483

6. Security deposit will be returned under the following conditions:
 - Cancellation occurs a minimum of 30 days prior to the scheduled event.
 - Application and operational policies and procedures were met.
7. The City of Medford reserves the right to cancel a reservation due to extenuating circumstances.
8. Forfeited games count as a game slot.



U.S. Cellular Community Park Softball/Baseball Complex Usage Fees

Medford Parks and Recreation Leagues or Affiliates

Games	\$20/team per season*
Practice	\$10/hour per field

* Proceeds generated go to field depreciation/replacement fund

Non-Profit Organization Tournament Rental

Tournaments up to 16 teams	\$22/game
17-20 teams	\$20/game
21-24 teams	\$18/game
Over 24 teams	\$17/game

Commercial Tournament Rental

Tournaments up to 16 teams	\$25/game
17-20 teams	\$23/game
21-24 teams	\$21/game
Over 24 teams	\$20/game

Non-MPRD League Rental

Youth Games	\$20/game
Youth Practice	\$15/hour per field
Adult Games	\$25/game
Adult Practice	\$15/hour per field

Non-League Public Rental

Games	\$15/hour per field
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School District Usage

Games	\$10/game
Practice	\$5/hour per field

Miscellaneous Fees

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Lights	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$30/field
Portable Pitching Mound	\$10/mound
Site Monitor	\$15/hour (required)

Note: Five percent of each rental fee will be directed into the field depreciation/replacement fund.



U.S. Cellular Community Park Multi-Sport Field Complex Usage Fees

Multi-Sport Fields

General Rental fee	\$30/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Stadium Field

General Rental fee	\$40/hour
Field lighting fee	\$10/hour
Special field lining	Direct cost

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Baseball Field

General Rental fee	\$30/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$30

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Note: Five percent of each rental fee will be directed into the field depreciation/replacement fund.



U.S. Cellular Community Park Softball/Baseball Complex Priority Usage

1. City of Medford leagues, games and tournaments
2. Revenue-generating events
 - a. Tournaments
 - b. Leagues
 - c. Games
3. Schools
 - a. Phoenix/Talent School District
 - b. St. Mary's High School
 - c. 549C School District
 - d. Cascade Christian High School
4. Parks and Recreation partners, sponsors (per agreement)
5. General public rentals (businesses, family gatherings, etc.)
6. Medford Parks and Recreation league practices

Fields and Availability

Fields are available 8 a.m. to 10 p.m. daily unless closed for maintenance or set-up

Field 1 - Championship Field (315-foot permanent fence)

Field 2 (300-foot permanent fence)

Field 3 (300-foot permanent fence)

Field 4 (300-foot permanent fence)

Field 5 (300-foot permanent fence)

Harry & David Field

Contact Gary Miller at (541) 261-7089 for availability.

Umpires

Tournament Director is responsible for obtaining, scheduling and paying umpires for services. All umpires must be 18 years of age.

Rogue Valley Softball Umpires – local association
John Graham, Umpire in Chief, (541) 776-3493



U.S. Cellular Community Park Operational Policies

1. Facility Management

U.S. Cellular Community Park Softball/Baseball Complex will be managed in a manner that maximizes facility use, efficiency and revenue generation. All USCCP facility users must secure a facility use permit or contractual agreement and abide by operational policies.

2. Insurance Requirements

Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage is required. Minimum limits:

Aggregate - \$1,000,000

Products - \$1,000,000

Personal & Advertising Injury - \$1,000,000 and Each Occurrence - \$500,000

The City of Medford (its officers, employees and agents while acting within the scope of their duties as such) must be named as second insured.

3. Prohibited Items

The following items are prohibited at U.S. Cellular Community Park facilities:

- a. Any item or substance that may damage, stain or permanently alter facilities, structures or playing surfaces
- b. Sunflower seeds
- c. Chewing gum
- d. Coolers and ice chests
- e. Soda cans and glass bottles
- f. Animals and pets (except service animals)
- g. Fireworks
- h. Skateboarding and rollerblading
- i. Balloons
- j. Artificial noisemakers, including (but not limited to) megaphones, air horns, bells, whistles, clickers or other items as determined by Parks and Recreation staff
- k. Tobacco products of any kind within 50 feet of any playing field, playground, picnic area or building

6. Tournament Information

Tournament Directors or primary contacts are required to provide the Recreation Superintendent with tournament brackets and/or schedules within 72 hours of the event.

7. Code of Conduct

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. City of Medford employees have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes:

-
- a. Physically or verbally threatening the well-being of an umpire, competitor, spectator or City of Medford employee
 - b. Fighting and/or aggressive behavior
 - c. Addressing an umpire, competitor, spectator or City of Medford employee in a disrespectful manner
 - d. Use of vulgar language
 - e. Endangering actions (e.g. throwing bats or other equipment)
 - f. Inappropriate gestures
 - g. Intoxication
 - h. Vandalism

8. Facility Supervisor

A Medford Parks and Recreation-selected Facility Supervisor will be present for the duration of most rentals. The cost of staff supervision (\$15/hour) is added to the overall rental fee. If a Medford Parks and Recreation Department scorekeeper is being used, he or she will serve as the Facility Supervisor.

Parks & Recreation scorekeepers are also available for hire. Use of own scorekeepers is permitted and will be the responsibility of the Tournament Director to recruit, schedule and pay.

9. Concessions

Subway is the sole authorized operator of USCCP concession stands. Additional food and beverage sales are prohibited without express written consent of the Recreation Superintendent.

10. Award/Souvenir Content Stipulations

The City of Medford reserves the right to require the U.S. Cellular Community Park logo to be placed on clothing or other items distributed by softball/baseball complex renters.

Image color, quality, design and content must be approved prior to production by the Recreation Superintendent in order to ensure items meet specifications required by the Parks and Recreation Department.

11. Equipment/Souvenir Sales and Vending Permits

All vending and commercial sales require pre-approval from the Recreation Superintendent. If approved, a vending permit requires a City of Medford business license.

The City of Medford will retain 15 percent of the gross revenue of any vending operations unless other arrangements are negotiated. Fees may be waived if the renter is affiliated with a non-profit or school organization.

12. Accident Reporting

In the event of an accident or injury, the Tournament or League Director is required to fill out an Accident Report Form and submit it to the City of Medford Parks and Recreation Department as soon as possible.

13. Public Admission Charge

Proposed gate fees must be approved by the Recreation Superintendent. If gate fees are charged, the City of Medford will be reimbursed 15 percent of the cumulative revenue. The percentage may be waived for non-profit or school groups. The City of Medford reserves the right to staff entry areas and to monitor cash handling.

14. Facility Clean-Up

The Tournament Director or person(s) reserving the field(s) will be responsible for clean-up of the field(s), team areas and spectator areas after each game. Trash cans are placed throughout the park for your convenience. If additional trash bags are needed, contact the Facility Supervisor. Cleanliness is judged by Parks and Recreation staff in regard to refundable deposits.

15. Damage or Vandalism

Damage to the facility, structures or playing surface determined to stem from the rental activity will be billed to the renter or to the Tournament Director. Damage and replacement costs are determined by Parks and Recreation staff. Major damage will be reported to the Police Department and to the City Attorney.

16. Lost and Found

Items left behind will be retained for two weeks in the clubhouse. Contact Parks and Recreation main office at (541) 774-2400 for more information.

17. Banners and Signs

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Recreation Superintendent. Signs with inappropriate content are subject to removal at the discretion of the Facility Supervisor.

Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.

18. Weather Cancellations or Delays

Renters will not be charged for games or practices that are canceled due to lightning or unsafe conditions.

19. Alcohol

Alcohol is prohibited at any City of Medford park or facility.

20. Parking

Parking is allowed in designated parking areas only. Overnight parking is prohibited.

21. Amplification

Amplification systems are prohibited.

22. Temporary Structures

Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. Check with the Recreation Superintendent or with the Facility Supervisor for specifics prior to setting up these structures.

23. Footwear/Metal Spikes

Metal spikes are expressly prohibited. Rubber-tipped cleats are discouraged.



U.S. Cellular Community Park Rental Application

Event Name or Purpose: _____

Primary Rental Contact: _____

Daytime phone: _____ Weekend/evening phone: _____

Cell phone: _____

Mailing Address: _____ City, Zip: _____

E-mail: _____

Sponsoring Organization: _____

Sponsor Contact Person: _____ Phone: _____

Tournament Director: _____ Phone: _____

Umpire In Charge: _____ Phone: _____

Dates Requested

First choice: _____ Second choice: _____

Start time: _____ End time: _____

Usage Details

Is this a tournament? Yes ___ No ___

Tournament type: Slowpitch ___ Fastpitch ___ Other (specify): _____

Youth participant age range: _____

Adult participants (check all that apply): Men ___ Women ___ Co-Ed ___

Number of teams: _____

Total number of games planned: _____

Games planned per day/per field: _____

Number of fields requested: _____

Average length of game (measured in hours and minutes): _____

Special Needs (check all that apply)

Portable outfield fencing: _____ Desired distance from home plate: _____

Portable youth pitching mounds: _____

Fields lights for night games: Yes ___ No ___

Admission/Entrance Fees: Yes ___ No ___

Insurance Carrier*

Agency, Contact Information:

• This data is informational and does not satisfy City of Medford insurance requirements.

Release of Liability Agreement

I certify that the above statements are true to the best of my knowledge and I agree to be bound by the rental regulations and policies. I understand that violation of any of these regulations and policies may result in immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit and will jeopardize future use of the facility.

I shall indemnify and hold City of Medford, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of myself and the other participants during the use of the facility under this application.

I agree that during the use of the athletic facility, I will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

I further understand the City of Medford makes no warranties or guarantees as to the conditions of the facilities or equipment covered by this application and that I and other participants will be using the facilities at our own risk.

Applicant's Signature: _____ Date: _____

******* For Department Use Only *******

Application Approved: Yes ___ No ___

By: _____

Date: _____

Proof of Insurance Received: Yes ___ No ___ Waived ___

Application Fee Received: _____

Deposit Received: _____

Final Payment Invoiced: _____

Final Payment Received: _____

Final Payment CC# or Check Received: _____

Approved Dates: _____

Approved Times: _____

Approved Fields: Championship Field ___ Field 2 ___ Field 3 ___ Field 4 ___ Field 5 ___

Fee Due: _____ Due By: _____

Final Fee Due: _____ Due By: _____

Fee Paid: _____ Date Paid: _____ Reservation Number: _____

Approved:

Michael Dyal
Michael Dyal, City Manager

5/26/10
Date



Parks & Recreation Department
Standard Operating Procedure

Policy Number: *REC-07-01*
 Pages: 4
 Subject Area:
 Date of Issue: *6-19-07*
 Revised:

Title: Park Vending Policy

Authorization:

[Signature]
 Parks & Recreation Commission Chair Person

Date: *6-19-07*

[Signature]
 Parks & Recreation Commission Co-Chair Person

Date: *6-19-2007*

OBJECTIVE:

The objective of awarding vendor privileges in parks is to provide the public with access to food, beverage, and other park related products or services where such otherwise would not be conveniently available.

Vendor privileges will be granted only when the Medford Parks and Recreation Supervisor has determined that the products or services offered will provide an enhancement to the park.

Vendor privileges herein may be subject to ORS 346.511 to ORS 346.570 and rules promulgated thereunder.

SCOPE:

These specifications are intended for application to park vendors other than those permitted and controlled by Special Events, City of Medford Permits, Contracts or Agreements.

PERMIT PERIOD:

Unless specified otherwise, the permit period is from date of agreement though December 31, of the year issued. Limited to season and hours of operation as specified on the permit.

APPROVED LOCATIONS:

The Medford Parks and Recreation Department will determine the parks and the location within the parks vending will be allowed. See Appendix A for a list of parks and locations vending is allowed.

REQUIREMENTS:

INSURANCE

During the life of the Permit, Vendor shall maintain the following minimum insurance:

- (1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate-\$1,000,000; Products/Completed Operations Aggregate-\$1,000,000; Personal & Advertising Injury Aggregate-\$1,000,000; Each Occurrence-\$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

(2) Motorized Carts:

Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

Coverage shall be written on an occurrence basis, not on a claims made basis. Vendor shall submit to CITY certificates of insurance for all policies listed above. The certificates shall provide that the insurance company give written notice to CITY at least ten (10) days prior to cancellation of or any material change in the policy.

Indemnity and Compliance with Laws and Regulations

Vendor agrees that (s)he will hold CITY, its officers, employees and agents harmless from any claim, liability, damages or obligation arising from Vendor activities performed during the course of the work and will indemnify CITY for the amount of any obligation it may incur on account thereof or arising therefrom. Provided, however, that Vendor shall not be required to indemnify CITY against liability for damage arising out of death or bodily injury to persons or damage to property caused in whole or in part by the negligence of CITY, except to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Vendor or Vendor's agents, representatives or subcontractors.

Vendor shall at all times observe and comply with all federal and state laws and local ordinances and regulations, in any manner affecting the conduct of the work.

Independent Contract Status

It is agreed that Vendor shall perform the work as an independent contractor and is not an employee of CITY. Vendor maintains his or her own place of business, uses his or her own equipment, and shall perform the work specified independent of CITY's supervision and control, being responsible only for satisfactory performance and completion of the work.

LICENSES

The Vendor shall obtain all necessary licenses and permits and pay all fees required to operate such concession and shall comply with all federal, state, and local laws and regulations applicable to such operation.

Licenses include but are not necessarily limited to:

- City of Medford Business License
- County Health Permit

CONDITIONS OF OPERATION

1. Vendor accepts full and complete responsibility for any and all loss of or damage to any item of Vendors property from any cause whatsoever and expressly releases the City of Medford, its officers, agents, and employees, from any liability therefore.
2. The Vendor contract or privilege therein provided may not be assigned or transferred. Failure to comply with this provision will result in termination of the contract.

3. The Vendor shall not subcontract its work under this Agreement, in whole or in part.
4. Vendor shall be responsible for cleanup of all park area within 100 feet from each concession outlet. Vendor shall be responsible for removing all such litter and shall be responsible for removing all refuse and waste generated by Vendor's operation. All such litter, refuse, and waste shall be removed from City property for proper disposal at Vendor's expense. Vendor shall provide refuse containers suitable for placement of litter generated by customers or other persons. Refuse shall be removed from park by the Vendor at Vendors expense. The City shall charge for the costs of special cleanup necessary should the Vendor fail to reasonably perform. The charge will be the actual costs incurred by the Department including employee wages including benefits, equipment costs and refuse disposal.
5. The Vendor is confined to the areas specified or subsequently determined to be satisfactory by the Parks and Recreation Department. Such areas may vary from time to time and may be extended or restricted as the need appears.
6. The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
7. Utilities used by or for the benefit of the Vendor shall be paid for by Vendor at a rate to be determined by the Director of parks and Recreation.
8. The Vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.
9. Pushcarts, trailers, and mobile units must be removed from Park property on days when not open for business and at time other than the season and hours of operation as specified.
10. Prices of items and/or services sold or offered shall be visibly posted.
11. Vendor shall not sell or distribute alcoholic beverages under the privileges provided herein.
12. Vendor shall eliminate any unsafe condition or public hazard resulting from or associated with Vendor activities without delay as directed by the Parks and Recreation Department.
13. Vendor shall be responsible for cost of repair or replacement for any damage to park property from Vendors activities.
14. Vendor shall not use any amplified device to attract customer's attention.
15. No competing vendors will be permitted in any one park (Vendors selling similar products)

RIGHTS RESERVED

1. The City reserves the right to reject any and/or all Vendor permit requests, in whole or in part.
2. In the event that Vendor fails to comply with any of the requirements or conditions of the agreement, which is based upon and includes these specifications, the City reserves the right to suspend or terminate immediately the vending permit by mailing written notice to the Vendor at the address on file with the City.
3. The Parks and Recreation Department reserves the right to terminate a concession contract or portion thereof should the service prove unsatisfactory in the opinion of the Department.

4. The Parks and Recreation Department reserves the right to determine the exact location or route within each park or right-of-way area adjacent to each park where the Vendor may conduct operations under the terms of the Vendor agreement.
5. The Parks and Recreation Department, on 10 days written notice to the Vendor, may terminate the concession contract for any reason deemed appropriate in its sole discretion.
6. If the Vendor voluntarily terminates the agreement, or if the agreement is terminated by the City for any cause, Vendor shall forfeit all amounts paid to the City.
7. The Parks and Recreation Department reserves the right to exclude the Vendor from the agreed location for up to five (5) days per month for any reason. The vendor may be excluded at additional times specified.
8. The Parks and Recreation Department reserves the right to review for approval all items and services offered and all prices of items and services provided to the public.
9. The Parks and Recreation Department reserves the right to add or withdraw park locations from the list of approved locations without notice.

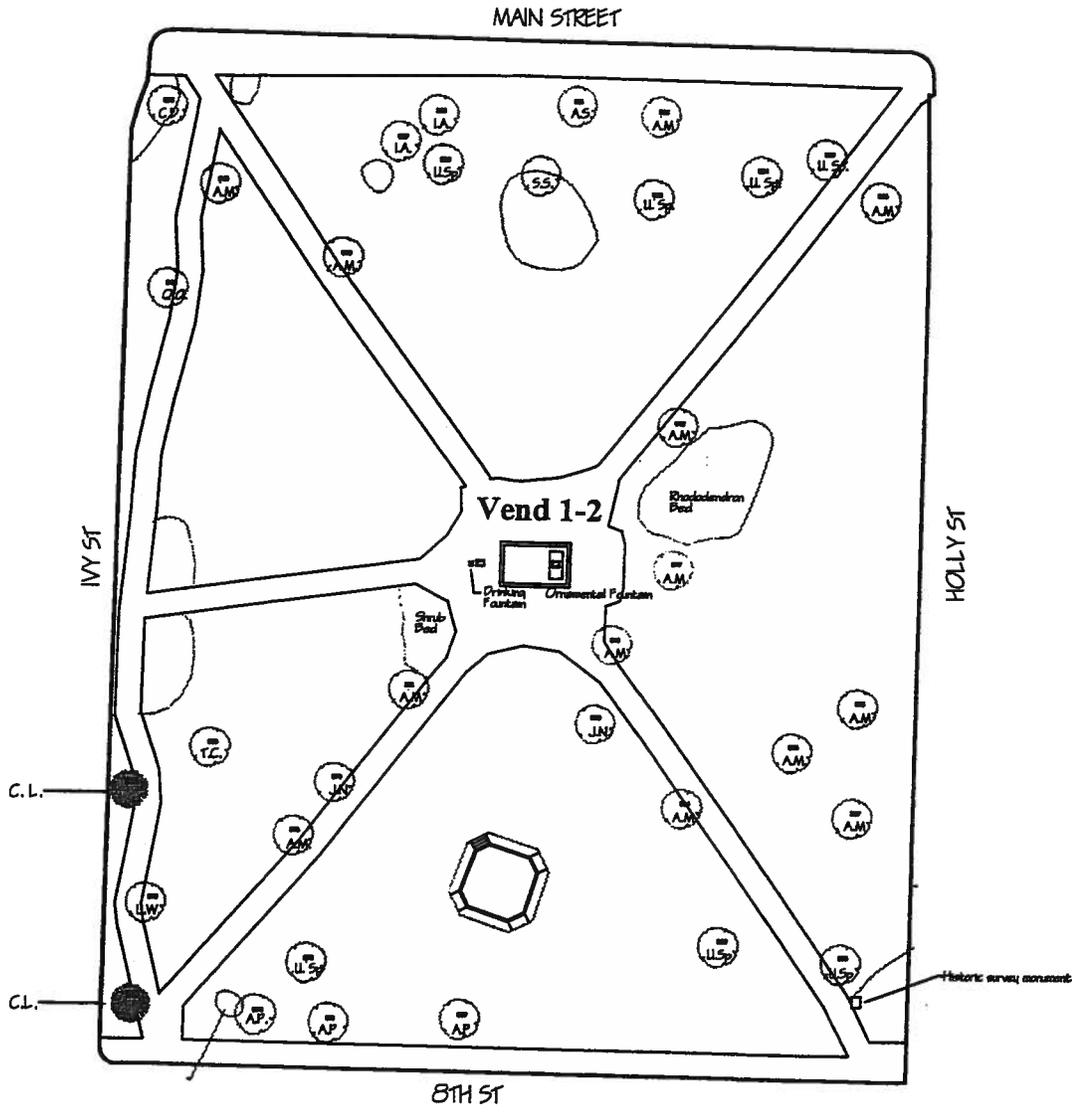
Permit Process and Instructions to Vendors:

1. Fill out permit application.
2. Submit completed permit application along with a \$25.00 application fee to the Medford Parks and Recreation Department with copies of the required insurance and license attached. The fee will be waived for non profit groups and organizations providing the Parks and Recreation Department with a non profit number.
3. The City reserves the right to reject any or all application requests in whole or in part.
4. Approved permits will be issued within ten working days from the time the application is approved by the Departments Parks and Recreation Director.
5. A rate of \$30.00 per day will be charged to commercial Vendors. Fees must be paid for the length of the contract at the time permit is issued.
6. A rate of \$15.00 per day will be charged to groups who provide the Parks and Recreation Department with a non profit number.
7. Payments may be paid by cash, check, Visa/Mastercard at the Medford Parks & Recreation Office located at 411 W. 8th Room 225, Medford Oregon. 97501

REC = Recreation Division

PRK = Parks Division

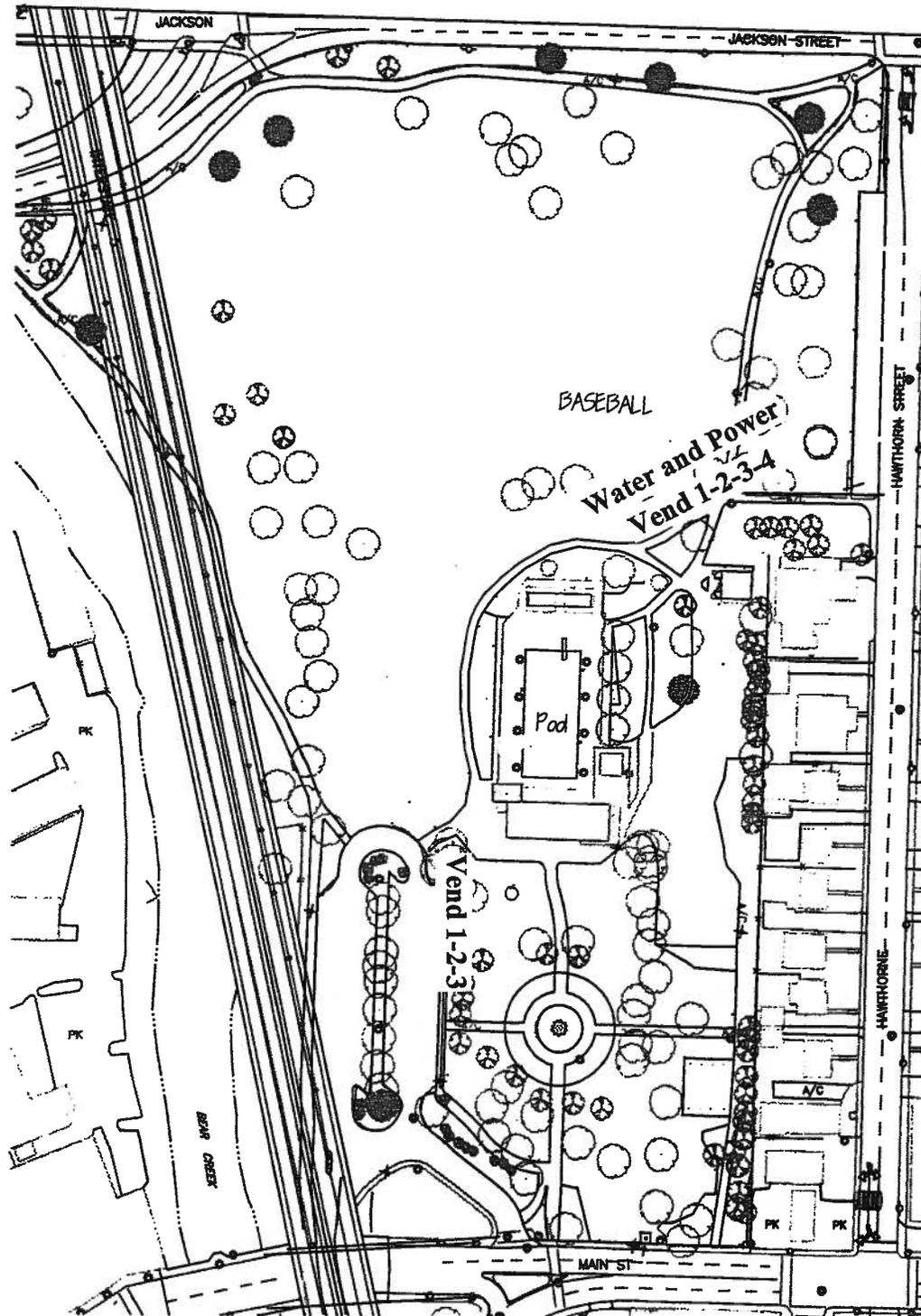
BMD = Building Maintenance Division



Alba Park 11' - 60'

- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B

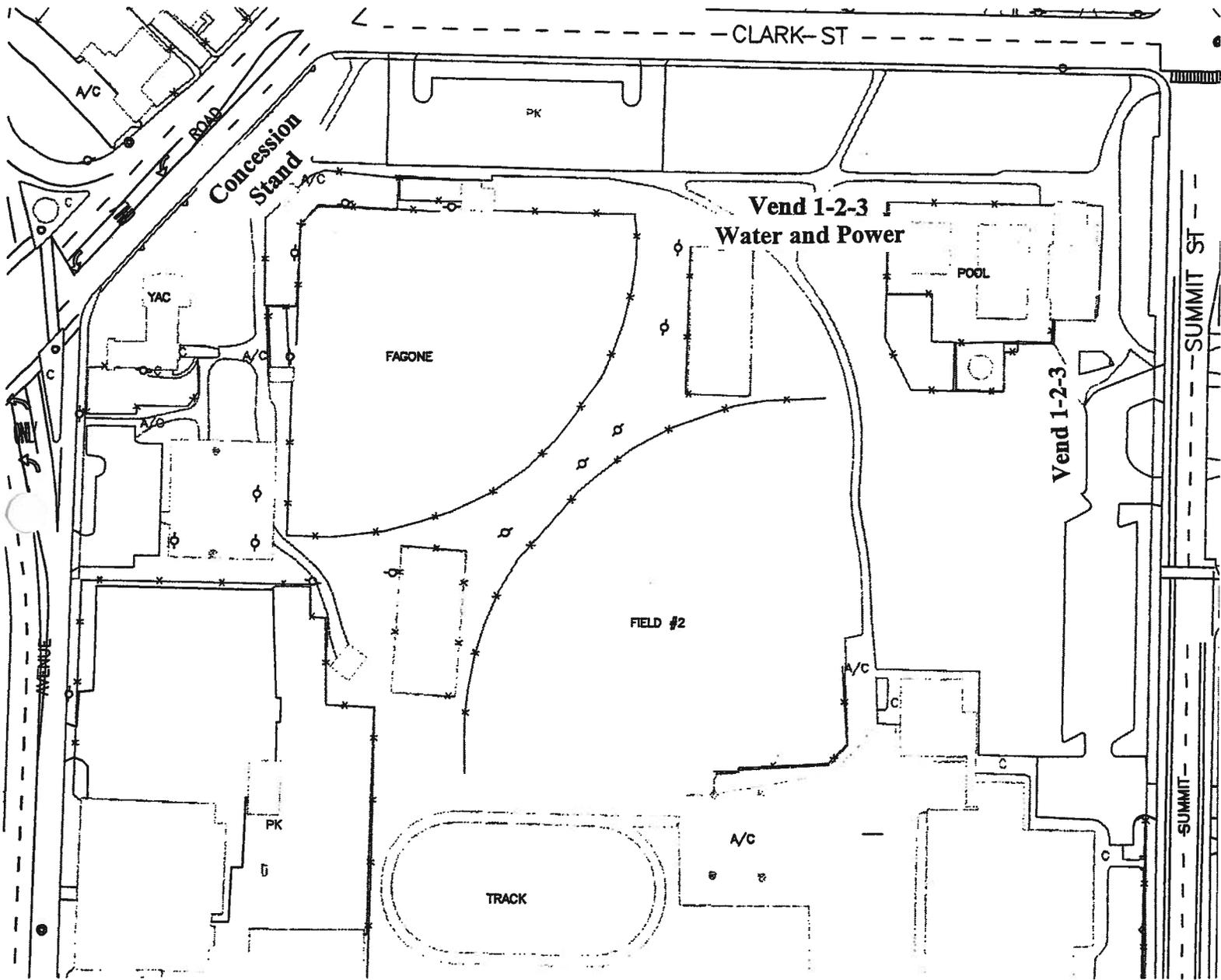
(1) Vendor Allowed



- Hawthorne Park**
- 1 - Push Cart
 - 2 - Trailer
 - 3 - Motorized A
 - 4 - Motorized B

(2) Non Competing Vendors Allowed

1" = 50'



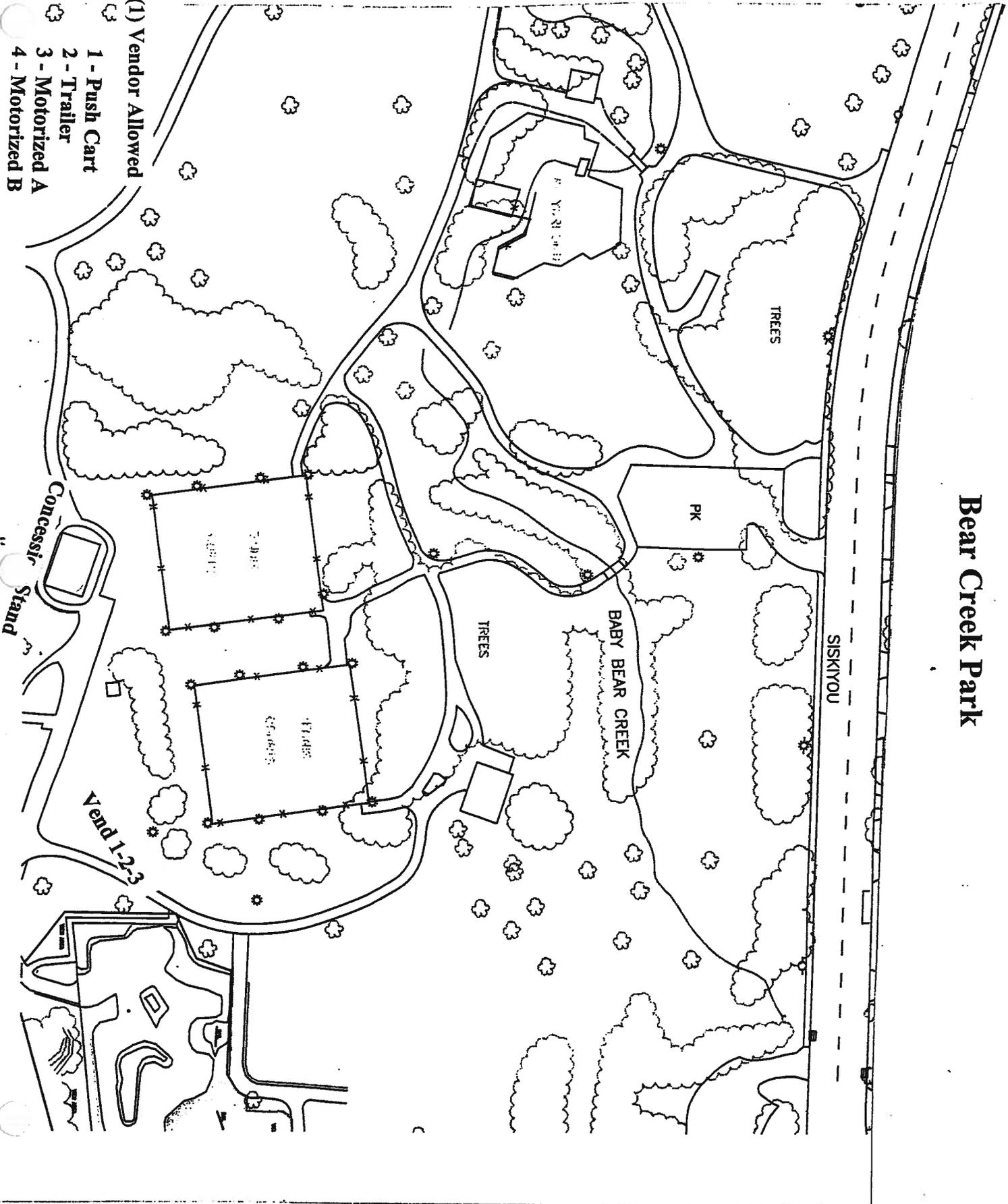
Jackson Park

- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B

(2) Non Competing Vendors Allowed

1" = 120'

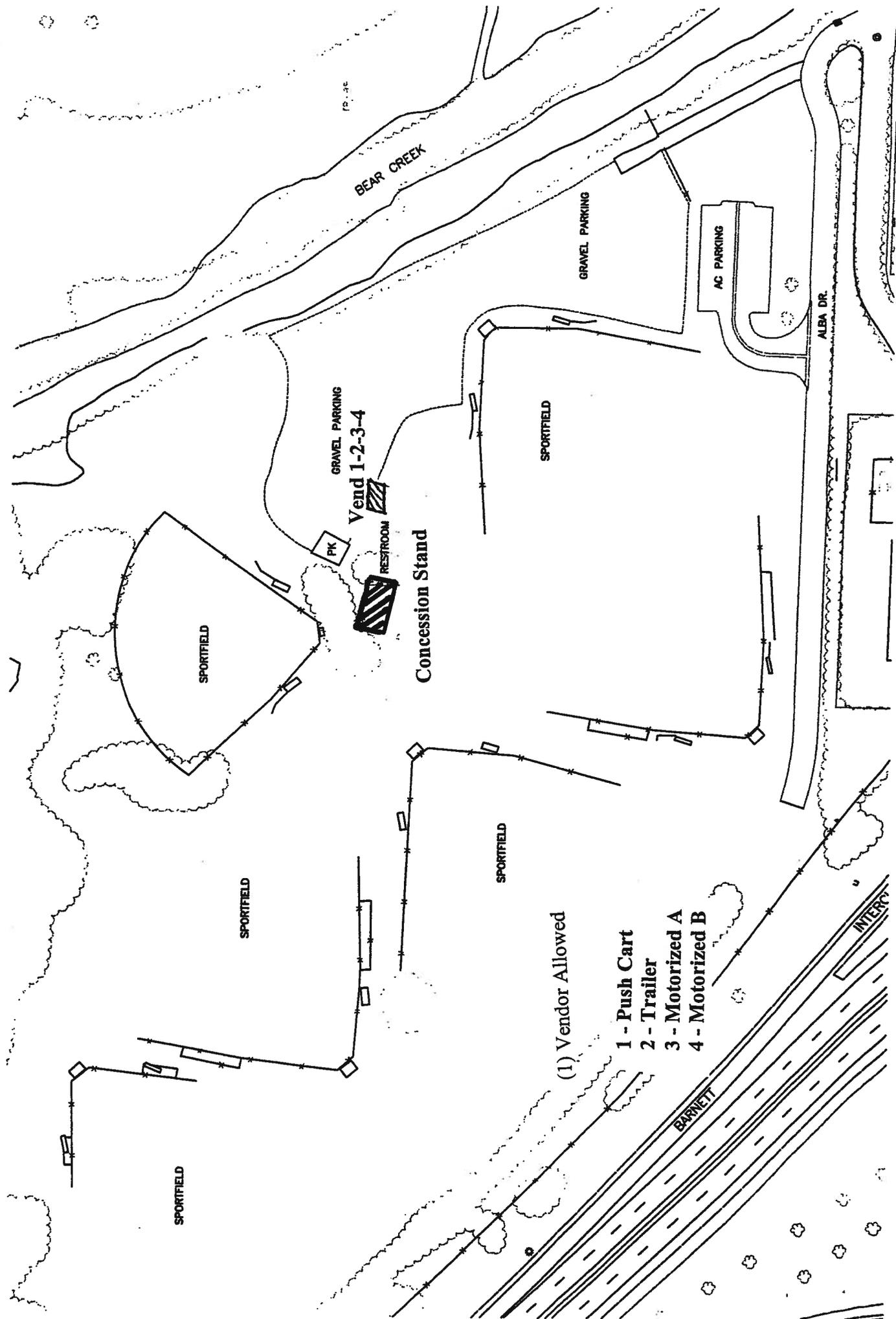
Bear Creek Park



(1) Vendor Allowed

- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B

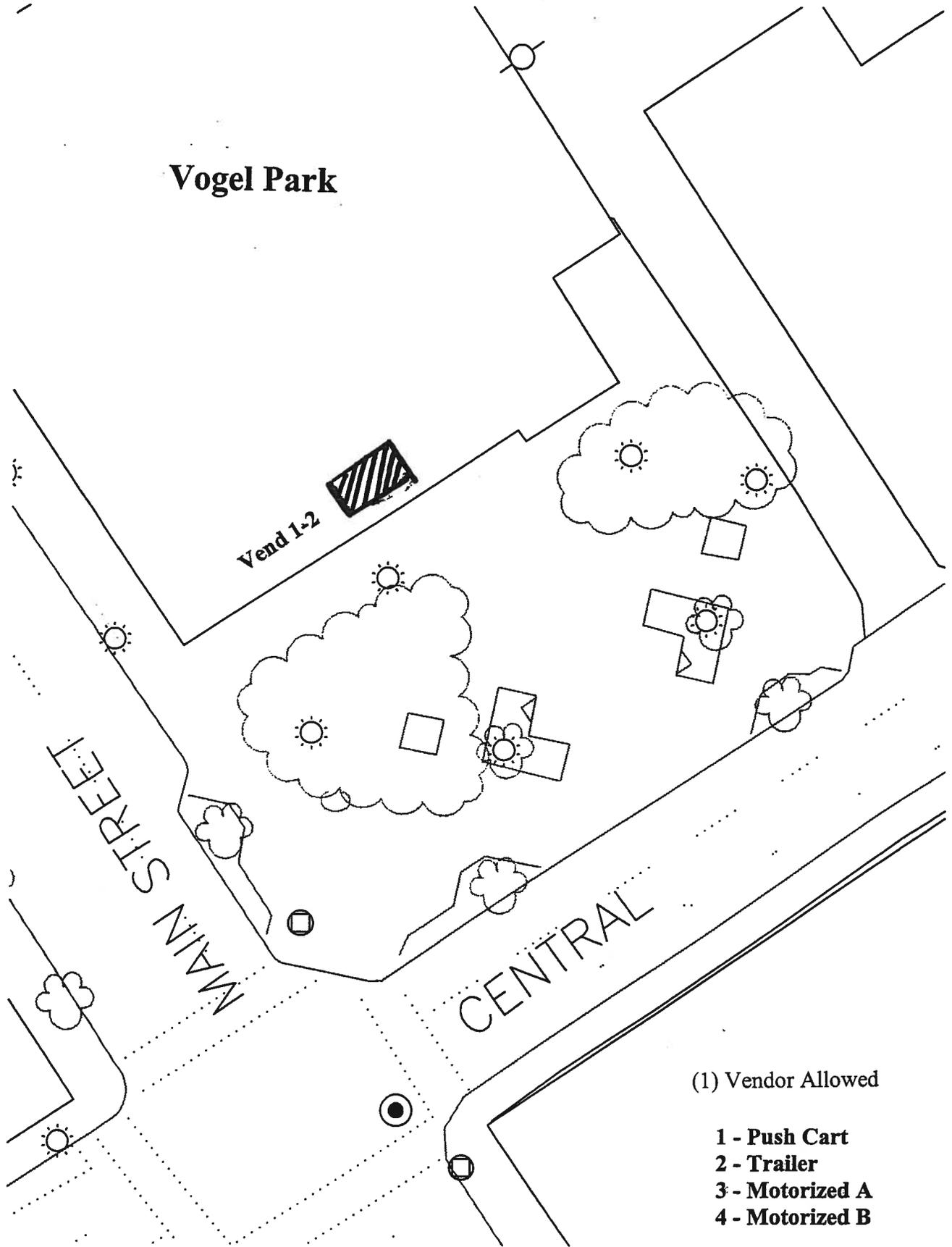
Bear Creek Little League Fields



(1) Vendor Allowed

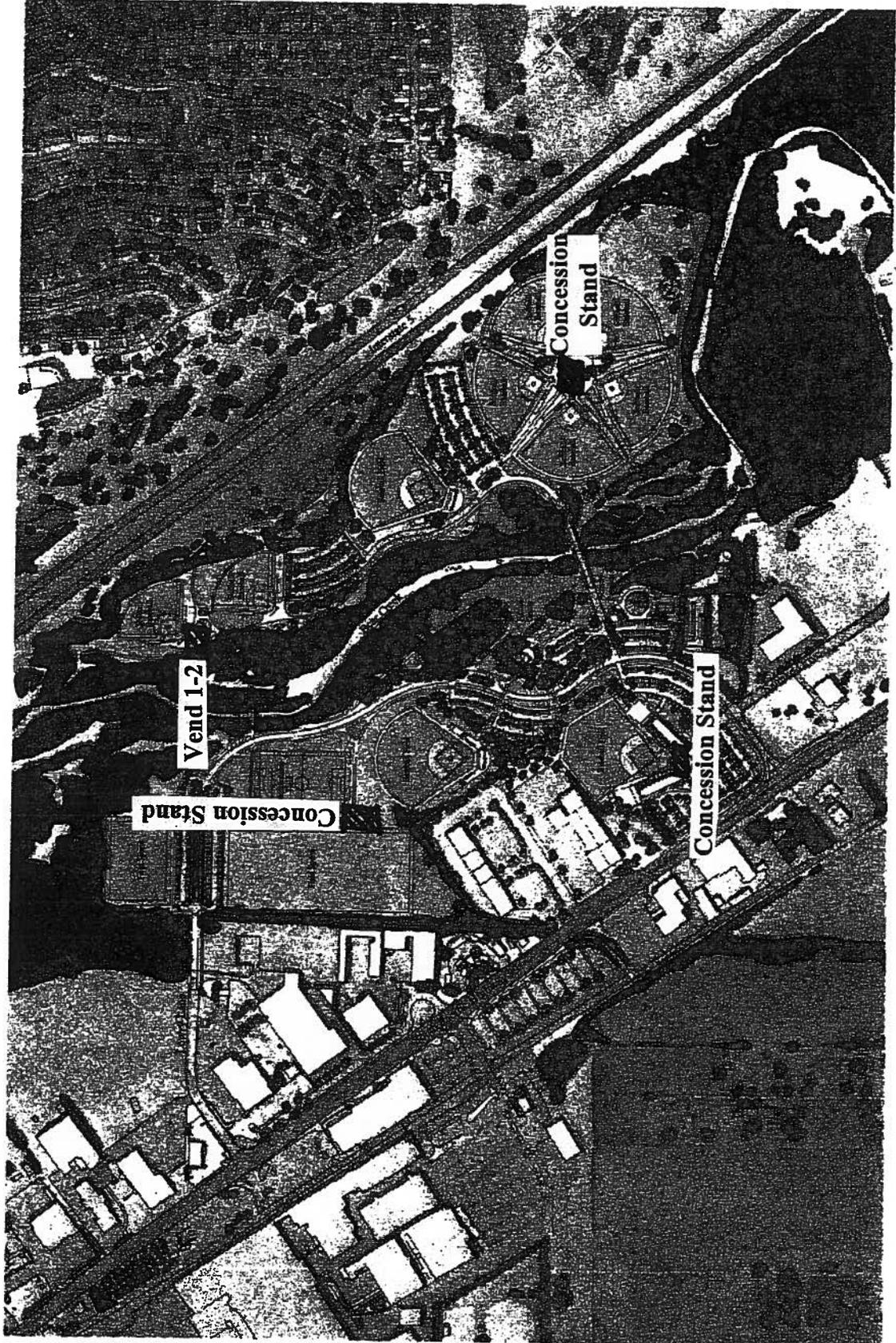
- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B

Vogel Park



(1) Vendor Allowed

- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B



WALKER • MACY
SportsPLAN
studios

U.S. Cellular Community Park

NORTH

- 1 - Push Cart
- 2 - Trailer
- 3 - Motorized A
- 4 - Motorized B

(4) Non Competing Vendors Allowed

Medford Parks and Recreation Department



Recreation Division Staff Handbook & Policy Manual

Revised – as of Feb. 12, 2010

Mission Statements

City of Medford: Continuous Improvement -- Customer Service.

Parks and Recreation: Creating Healthy Lives, Happy People and a Strong Community.

Recreation Division Vision Statement

Together with our community partners, we strive to improve the quality of life through people, parks and programs. We offer high-quality programs and services that meet and adapt to the ever-changing needs of the community.

Code of Ethics

Employees must:

- Create a positive, healthy, professional atmosphere.
- Be honest.
- Be consistent.
- Have integrity.
- Be responsible for your actions.
- Have a sense of humor.
- Be open to suggestions.
- Have the ability to quickly adapt and be flexible.
- Be fair.
- Give praise often.
- Be a good role model.
- Be creative and help others to be creative.
- Be organized.
- Be patient.
- Have enthusiasm.
- Share your knowledge and insight.
- Have an opinion.
- Provide courteous customer service.

Part-Time Staff Training Protocol

Pre-Employment Procedures

1. Sign employment application
2. Receive "Offer of Employment"
3. Complete HR paperwork (list 1 hour on first time card)
4. Complete criminal background check
5. Complete drug screen
6. Receive go-ahead to begin work

Areas of Emphasis

- Review employee handbook with direct supervisor
- Building and facility tour with direct supervisor
- Staff introductions
- Accident-reporting procedures
- Blood-borne pathogens
- Class registration program training
- City vehicle certification
- Mentoring and job observation (4-6 hours)

Recreation Division Employees (as of Feb. 12, 2010)

Full-Time Staff	Phone	Cell	E-mail
Rich Rosenthal	774-2483	941-1494	richard.rosenthal@cityofmedford.org
Sue McKenna	774-2484	601-0901	sue.mckenna@cityofmedford.org
Brandon Meyer	774-2482	601-1773	brandon.meyer@cityofmedford.org
Quinnan Kirkland	774-2407	531-6349	quinnan.kirkland@cityofmedford.org
Jesse Nyberg	774-2481	821-9187	jesse.nyberg@cityofmedford.org
Sports Facility Supervisors			
Ed Adamson	831-7225	292-2861	eddie.adamson@carestreamhealth.com
Chris Campbell	245-6001	840-3527	chriscampbell@cbhloans.com
Virginia Dillman	826-4208	941-2145	None
Lonny Flora		601-9907	whiplash_rec@yahoo.com
Chuck Hanson	772-5887	821-5468	chanson595@aol.com
Kathy Hanson	772-5887	821-5055	chanson595@aol.com
Allyson Hoschler		324-6656	thatssofoxy_13@yahoo.com
Russell Matzkanin	535-1544	973-1714	rmatzkan@juno.com
Pam Murphy		326-2525	mmurphy1875@clearwire.net
Jane Podolski	858-7011		jane.podolski@phoenix.k12.or.us
Deni Rowley		778-6242	rowleyd@students.sou.edu
Chuck Schlect	776-6084	779-6450	chuck.a.schlect@state.or.us
Ken Sears		890-8813	ksears56@charter.net
Toni Sears	618-7263	890-3856	t-sears@healthfuture.org
Evan Seegmiller		951-9133	eseeg_16@yahoo.com
Kevin Scoggins		778-6477	rkscogg@msn.com
Kyle Williamson	857-9416	944-2228	williamsonkp@yahoo.com
Diana Wright-Matzkanin	535-1544	821-3380	diana433@juno.com
YAC/Santo Part-Time Staff			
Allie Gould		941-7724	alliegould4@aol.com
Jill Grindstaff		541-420-5392	jillybeens@hotmail.com
Andrew LaMirand		925-640-3742	andrew_lamirand@yahoo.com
Joanna Loops		292-6521	icloops@earthlink.net
Angela Minneci		941-5590	minneci@charter.net
Chantell Munoz		324-7444	c.darlene.munoz@gmail.com
Angela Sluga		503-548-7476	slugaa@gmail.com
Regan Trapp	857-4035		regan0605@aol.com
Stephanie Woodard		292-2407	steph_woodard12@yahoo.com
Tennis Instructors			
Larry Fields (manager)	773-3502		larry97504@gmail.com
Colt Hoeptner	826-8397		weathermakerinc@juno.com
Leo Kimm	772-0315		dark62@mind.net
Teresa Longmire	734-9826		g.grace1@juno.com
Santo Custodian			
Gerald Hopster		326-8126	

Police Non-Emergency Number: 770-4784

Recreation Division Roles & Responsibilities (as of Jan. 13, 2010)

Facility Management

Santo Community Center (Rich)

Santo Gymnasium (Rich/Brandon)

Youth Activity Center (Jesse)

U.S. Cellular Community Park

- Concessions/Vending (Rich)
- Usage requests (Rich/Brandon)
- Sport scheduling (Brandon)

Fagone Field Concessions/Storage (Rich)

Jackson Pool (Sue)

Hawthorne Pool (Sue)

Hawthorne Storage Area (Sue)

Bear Creek Amphitheatre Stage (Quinnan)

Bear Creek Little League Concessions (Rich)

Programs and Services

Aquatics (Sue)

Adult Enrichment/Lifelong Learning (Sue)

- Financial
- Trips & Tours
- Health & Fitness
- Landscaping
- Creative Expression
- Music/Dance
- Computer Skills
- Outdoor Education
- Older Adults

Youth Enrichment (Jesse)

- YAC
- After-School Programs
- Day Camps
- Preschool/Early Childhood
- MAC-PAC
- Tot Indoor Playground

Youth & Adult Sports (Brandon)

- Youth leagues and tournaments

- Adult leagues and tournaments
- Athletics activities (Punt, Pass & Kick, etc.)

Community Events (Quinnan)

- Concerts/Movies
- Pear Blossom
- Winter Lights
- Parking Day

Special Programs

- Neighborhood Picnics (Jesse)
- Halloween (Jesse)
- Breakfast With Santa (Jesse)
- Daddy-Daughter Dinner Dance (Sue)
- Mother-Son Bowling Night (Sue)
- Daddy-Daughter Skate Night (Sue)
- Candy Cane Hunt (Sue)
- Cardboard Boat Races (Sue)
- Dog Days (Sue)

Therapeutic Recreation (Rich)

- Easter Seals

Outreach Programs (Rich)

- Booths at fairs
- Jump house rentals

Internal Affairs

Budget (Rich)

- Authorization required over \$100

Contracts

- Authorization (Rich)
- Insurance/Risk Management (Sue)

Motor Pool (Sue)

- Maintenance/repairs
- Fueling
- Cleaning

Safety Committee Liaison (Sue)

Grant Writing (Rich)

Staff Training

- Santo/USCCP (Rich)
- YAC/Day Camps (Jesse)

- Aquatics (Sue)
- Sports (Brandon)

Staff Scheduling

- Santo evenings and weekends/USCCP (Rich)
- Aquatics (Sue)
- Sports (Brandon)
- YAC/Day Camps (Jesse)

Human Resources Liaison (Rich)

- Offers of employment
- Determination of pay scales

Field Allocation (Rich, Brandon)

External Affairs

Resource Development (Quinnan)

- Community Connection ad sales
- USCCP/gym signage programs
- Web site hyperlink sales
- Program partnerships
- Sponsor relations

Vending Policy (Sue)

School District Usage Requests (Rich)

Publications

Community Connection (Rich)

School Connection (Jesse)

Pool Connection (Sue)

Boomer Connection (Sue)

Splash (Sue)

Santo Rental Rates & Policies Brochure (Rich)

YAC Brochures (Jesse)

Partnership Opportunities Guides (Quinnan)

Web site(s)

- Playmedford.com (Rich)
- Sportsmedford.com (Rich, Brandon)

Department Quarterly Report (Rich)

Department Policy Manual (Rich)

General Employee Policies

Responsibility to the Program

- Provide a well-rounded program, where activities offer opportunities for physical, social, and mental development and recreational growth.
- Keep the mission and objectives of the program in mind at all times.
- Be flexible.
- Deliver a high level of customer service to participants and their families.
- Adhere to the City's mission statement: "Customer Service – Continuous Improvement"
- HAVE FUN!!!

Public Relations

The Parks and Recreation Department must always be concerned about its public image. Because the financial support of this department involves public tax funds, it is vital that public sentiment is satisfied with value and customer service. Employees represent the City of Medford this is important and should always be in the minds of employees. This holds true before and after working hours. When an individual accepts employment with the city, he or she automatically accepts the obligations to represent the Parks and Recreation Department in a positive manner.

Telephone Manners

- In answering the telephone and greeting the public, always speak clearly and distinctly. Answer the phone by saying, Example "Medford Parks and Recreation, this is _____."
- Remember, our telephones are business phones and must not be used for unnecessary personal calls.

Handling Complaints

At times, citizens will bring complaints, request, or suggestions to a city employee, even though that employee may not be in a position to provide a satisfactory answer or action. Rather than give uncertain or misleading information the employee should politely refer the person to an appropriate supervisor. **NO** employee is expected to know all the answers but should be well enough informed to be able to direct a citizen to the proper department or official. Remember your job, when dealing with the public, is to carry out in a reasonable manner the policies which have been adopted by the Parks and Recreation Department. Courtesy and professionalism is a must for good public relations.

Know Your Program

Each staff member should become familiar with Parks and Recreation programs and facilities, including starting dates, hours fees and charges. The public asks many questions each day and you are expected to answer a majority of them, or know where to direct inquiries.

Daily Activities

Activities will be coordinated in such a manner that appropriate planning can take place. All program and activity leaders are responsible for reviewing the activities before the beginning of each day and/or week to understand what supplies are needed and to be familiar with the activity. We suggest reviewing for the next day while completing your time sheet or ending your shift. This will also alert our site supervisor of additional

materials or supplies are needed. Employees should offer proper and efficient service and should strive to do the best job possible for the people of Medford.

Appearance and Conduct

Public image is an integral consideration for every City employee. Neat appearance, proper conduct, and a helpful attitude both on and off the job are of utmost importance in gaining favorable public opinion and confidence in our staff.

- Smoking is not allowed while on duty and is discouraged in general.
- Employees should not give any appearance of impropriety in carrying out their official duties.
- Special favors, considerations, or gratuities should not result from employment with the City.
- Employees should take pride in proper and efficient service and should strive to do the best job possible for those we serve.
- When possible, employees should wear Department-issued clothing.
- Clothes and hats displaying non-City business or corporate logos or messages are prohibited.
- Hats are not to be worn inside. Department-issued hats or caps may be worn outside.
 - Flat-brimmed caps are prohibited.

Payroll Procedures & Schedules

Pay Periods and Pay Day

- Pay periods in the Recreation Division are from the 1st to the 15th and from the 16th to the end of the month.
- Paychecks are available from the Santo Community Center front desk on the 10th and 25th of each month.

Time Sheets

Time sheets are used to record your working hours and then submitted for approval by the Recreation Supervisor for payment. Time sheets need to be neat and accurate.

New time sheets are located at the Santo Community Center, at U.S. Cellular Community Park and at the outdoor swimming pools. Here are guidelines that must be followed in completing your time sheet.

- Record your hours at the completion of each working day
- Fill in your time on the correct line with the correct tracking code
- Fill in the correct amount of time worked for that day, rounded up to the next quarter-hour. Gross misrepresentation of hours worked is grounds for disciplinary action.
- Submit your time sheet to a supervisor by the last working day of that time period. Pool employees submit time sheets at the end of each day.

Volunteer Time Sheets

Workers compensation covers all volunteers with the City of Medford, while they are working their scheduled hours. Consequently each volunteer is required to fill out a time sheet for each hour that they work. Time sheets cover one month at a time and are to be submitted to the program manager at the end of the month.

Changes to Information

If you have a change of address or phone number, please notify your direct supervisor or the Parks and Recreation office administrator (Anne Gordon). Your check may be mailed to the incorrect address and delay arrival; or you may not receive important tax documentation.

Work Schedules

- Work schedules will be distributed via e-mail on a bi-weekly basis, usually on a Friday afternoon. You may be assigned to more than one program during a single day -- carefully review the work schedule.

Overtime

- Overtime is considered to be more than 40 hours per week, Sunday thru Saturday. More than 8 hours in a day does not constitute overtime.
- Due to budget considerations, overtime is not permitted without prior approval from the Recreation Superintendent.

Time Off Requests

In the event that you need to schedule time-off, please submit a written request to your immediate supervisor at least 10 days in advance. Any shorter notice will need to have approval from the program manager or recreation supervisor before being granted.

Sick Leave

As part time employees, you are not eligible to receive paid sick leave or benefits. In the event you are not feeling well, please contact your direct supervisor or the Parks and Recreation office as soon as possible and/or at least 6 hours before your shift begins. Make every effort to speak directly to a live person – voicemails may not be checked.

At-Will Employee

- As a part time employee, you are categorized as an "At will employee". This means that you are subject to removal from the work schedule without due cause. In the event that your job performance is not satisfactory, the Recreation Division will use the following procedure to work with the staff member:
 - Notification and review with the staff member on the areas that need improving.
 - Development of a work plan to outline the actions needed to be taken by the employee to continue employment.

Resignation from City Employment

An employee desiring to leave City service in good standing should normally notify the supervisor at least two weeks in advance of the effective date. Failure to give prior notice is deemed sufficient cause for refusal to employ the person in the future. It is generally considered to be the courteous and thoughtful thing to do so that the necessary clerical work can be accomplished.

Disciplinary Action

City employees are subject to disciplinary action for violation of basic standards of conduct. Disciplinary action may range from a verbal reprimand to discharge. Causes for disciplinary action include, but are not limited to, the following:

1. Inefficiency or incompetence.
2. Drinking intoxicating beverages on the job or reporting to work under the influence of alcohol or drugs not prescribed by a physician.
3. Habitual absences or tardiness.
4. Absence for duty without authorization or failure to report when unable to come to work.
5. Conviction of a felony or misdemeanor involving moral turpitude.

6. Insubordination or failure to follow chain-of-command procedure.
7. Willful violation of written safety policies.
8. Offensive or discourteous conduct toward the public or fellow employees or other conduct unbecoming a City employee.
9. Willful violation of the provisions of the City charter, ordinances, department policies or any rules or regulations or requirements denoted in the City of Medford Personnel Policy.
10. Professionalism and seriousness are expected. Immature, inappropriate or unbecoming behavior will not be tolerated.

Equipment Policy

Any use of personal equipment will be done so at your own risk. Any personal items lost, stolen, or broken will not be replaced by the Department. Please check to be sure that we have all of the items needed before planning an activity.

Staff Expectations

- Arrive at your work assignment on time
- Dress appropriately
- Prepare your activity supplies
- Review activities so you know what we are doing
- Anticipate safety factors in each and every activity
- Plan all activities consistent with Recreation Division goals
- Plan safe and fun activities
- Conduct yourself in a professional manner
- Be a positive role model/mentor at all times

Arriving and Leaving from Work

Failure to be "in uniform" and ready to begin work at the scheduled time constitutes tardiness and subject to disciplinary action. Normally, the following actions will be taken:

- **First occurrence:** Warning issued
- **Second occurrence:** Sent home and loss of pay
- **Third occurrence:** Dismissal

If you are going to be late or absent because of illness or some other emergency, notify the program manager so that other arrangements can be made.

Staff Guidelines

- Every staff member/volunteer will set an example for kids by following the code of conduct and general rules and guidelines.
- Staff/volunteers will show up to work prior to their scheduled start time to place personal belongings away and prepare for work.
- No unnecessary personal phone calls, text messaging or computer use during a scheduled shift -- and particularly when customers are present.

Speak appropriately to participants

- Do not raise your voice to participants – use a soft tone to get their attention

- "Shut up" and profanity are never to be uttered by Department staff
- Children are never to be embarrassed by staff or other participants

Speak appropriately to parents & staff

- Always be respectful in your voice tone towards everyone
- Listen to the person before responding
- Respect the opinion of everyone
- Work towards finding common solutions that will benefit the program
- Act professionally

Accident or Injury Reporting

If a customer is injured on City property or in conjunction with a Parks and Recreation program:

1. Determine if medical attention is required. If serious, call 9-1-1.
2. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
3. If injury is not determined to be serious, employee may supply items from the First Aid kit, such as band-aids and ice packs.
4. All accidents or injuries fill out "Medford Parks and Recreation Division Accident Report Form." (Form is typically available where First Aid supplies are stored.)
5. Handle emergency first, then notify supervisor of any major injuries or accidents.
6. Turn in form to supervisor.

If you or another employee is injured on the job:

1. Determine if medical attention is required. If serious, call 9-1-1.
2. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
3. If injury is not determined to be serious, use items from the First Aid kit, such as band-aids and ice packs.
4. Fill out "Employee Injury Report Form." (Form is available in the Santo Community Center break room.)
5. If you go to doctor or hospital at any point relating to the injury, complete a "Report of Job Injury or Illness" form, also known as an "801 Form." (Form is available in the Santo Community Center break room.)
6. Handle emergency first, then notify supervisor of any injury or accident as soon as possible.
7. Turn in forms to supervisor at the soonest possible time.

If you are involved in an accident while operating a Parks and Recreation Department vehicle:

1. Determine if medical attention is required. If serious, call 9-1-1.
2. Move the vehicle off the roadway if at all possible (state law).
3. Make contact immediately with your supervisor and the Police Department (770-4784). Do not make any statements as to your involvement to anyone other than your supervisor or the police officers investigating the accident.
4. Obtain names, addresses and phone numbers (work and home) of all witnesses.
5. Obtain vehicle and operator information and insurance information.

6. Take photographs of accident scene/vehicular damage using disposable camera in glove box or cell phone.
7. Remain with the vehicle at all times unless injuries do not permit.
8. Do not provide any First Aid other than that for which you are trained. Do not move injured persons. Transportation will be provided by ambulance.
9. For accidents involving the public, employees should not discuss the question of responsibility or liability with anyone prior to consulting the City Attorney.
10. The following forms must be submitted in a timely manner (Forms are available in the Santo Community Center break room.):
 - a. Supervisor's Vehicle Accident Report (ALL/008).
 - b. State of Oregon Traffic Accident and Insurance Report.
 - c. Report of Job Injury or Illness form (801 form) if employee was injured.
 - d. Police accident report.

A Golden Rule

Not everything will be covered in a policy and procedure manual. When in doubt use your best judgment and discuss your decision with your direct supervisor as soon as possible.

MEDFORD PARKS AND RECREATION DIVISION

ACCIDENT REPORT FORM

Name _____ Home Address _____

Sex: M ___ F ___ Age: ___ Telephone Number: _____

Time of Accident: Hour: a.m. ___ p.m. ___ Date: _____

Place of Accident: _____

Nature of Injury:

Abrasion _____
Asphyxiation _____
Bite _____
Bruise _____
Burn _____
Concussion _____
Cut _____
Dislocation _____

Fracture _____
Laceration _____
Poisoning _____
Puncture _____
Scald _____
Scratches _____
Shock _____
Sprain _____

Other _____

Part of Body Injured:

Abdomen _____
Ankle _____
Arm _____
Back _____
Chest _____
Ear _____
Elbow _____
Eye _____
Finger _____
Other _____
Foot _____
Hand _____
Head _____
Knee _____
Leg _____
Mouth _____
Nose _____
Scalp _____
Wrist _____

Other _____

Description of Accident: How did it happen? What was participant doing? Where was participant? Was it caused by another person? List specifically any unsafe acts, unsafe equipment, or existing conditions.

Supervisor in charge (enter name) _____

Present at time of accident? Yes ___ No ___

IMMEDIATE ACTION TAKEN

First Aid Treatment YES ___ NO ___ If First Aid was given, what was done? _____

Sent Home ___ Sent to Physician ___ Sent to Hospital ___

Was parent or other individual notified? NO ___ YES ___ WHEN _____

Name of individual notified _____

Witnesses:

1. Name _____ Address _____
2. Name _____ Address _____

Additional information on location/area of accident _____

Other comments _____

SUPERVISOR'S SIGNATURE _____

Santo Community Center Evening and Weekend Policies

Telephone Manners

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- Remember, our telephones are business phones and must not be used for unnecessary personal calls.

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General Duties & Procedures

- Check the building schedule and rental binder at the start of each shift. Anticipate set-up, clean-up and supervision needs.
- Keep office doors closed and locked when not occupied by staff.

- Use the front counter work station(s) unless directed otherwise by management.
- Welcome customers and guests to the Santo Community Center, and thank them for coming when they leave.
- Assist instructors or rental groups with room set-up.
- Check bathrooms soon after arriving and regularly during each shift. Turn on lights, pick-up trash, re-fill paper towel and soap dispensers, as needed.
- Place large rolling trash cans in rooms where food is being served or in rooms used for large-group rentals. Be sure to place a new trash bag inside.
- While classes and activities are in session (and if possible):
 - Perform light cleaning. Vacuum office areas, hallways and empty rooms that are well away from rooms in use. Empty trash cans and replace liners.
 - Wipe tables and chairs, as needed. Scan walls for hand prints and check floors for debris.
 - Clean windows in classrooms and office doors.
 - Check your e-mail or look for notes left at the front counter for tasks assigned by full-time staff.
 - Please do not stay longer than you are scheduled to complete these tasks unless asked to do so by the person leaving the project.
- Check the staff and building schedule and make sure rooms are ready for the next scheduled event.
- Wear a staff shirt when possible. Always wear appropriate clothing.
- Dispose of trash in the dumpster behind the gymnasium.
- Building rentals:
 - For large Main Hall rentals (over 25 attendees), have renter sign "Facility Use Guidelines" form upon arrival.
 - Check on the rental on a regular basis without disrupting it. Make sure all building and rental rules are being followed. If not explicitly listed in rules and regulations, use common sense on what is OK for customers to do inside and outside the building.
 - Assist with clean up of any spills that happen during the rental.
 - Sweep Main Hall after the rental.

- Routinely patrol building and monitor parking lot and courtyard areas.
 - Birthday rentals: Make sure all equipment is set-up in advance of the rental time and that the party room is clean and ready to use.
 - If you detect or suspect alcohol consumption anywhere on the property, first ask the renter to take immediate corrective action. Alcohol is expressly prohibited – a municipal ordinance listed on all rental receipts.
 - If a problem persists or if the renter does not adequately respond to staff concerns or requests, call the Medford Police non-emergency number at 770-4784 to request a police walk-through.
 - Report problems to your supervisor as soon as possible.
- Check all exterior facility doors to make sure they are locked even though some are not normally used. Be sure to push on doors to ensure they are not being propped open.
 - Pick up towels or trash on bathroom and classroom floors. Sweep or vacuum floors, if necessary.
 - The daycare classroom (Room 11) is to remain locked at all times except when in session.
 - Turn off lights in all rooms, bathrooms and hallway before departing.
 - Double-check gym and YAC doors unless other facility supervisors are on duty.
 - Check the next day's building schedule. Set up rooms for rentals that take place prior to 11 a.m.
 - Before leaving for the evening, turn outside lights on. Make sure all classroom windows are closed and latched.
 - Make sure all storage room doors are locked, especially during rentals.
 - Report material or custodial supply shortages or needs to your supervisor.

Cash-Handling Procedures

Evening shift cash-handling procedures:

- Verify the cash box contains exactly \$50 at the start of the shift. Contact your supervisor immediately if the amount is not exactly \$50.
- Always keep money drawer locked.
- At the end of the evening shift:

- Count out the \$50 beginning cash and complete the "Beginning Cash Tally Sheet" by marking the number of bills or coins in each denomination. Make sure to date and initial your count.
- Place the beginning cash and the tally sheet in the small envelope marked "Beginning Cash."
- Pull out all cash and checks received during your shift and place them in the small envelope marked "Daily Cash Receipts."
- Drop both envelopes in the safe located in the Xerox room. Make sure to push the envelopes completely inside the safe.
- Return the empty cash box to its drawer.
- Never leave money in the drawer at the reception desk overnight.
- Contact a supervisor if unusual circumstances arise.

Weekend shift cash-handling procedures:

- Due to security reasons, no change is available on weekends.
- If a customer pays in cash and doesn't have exact change, payment can be accepted, but the customer will need to return for his/her change on Monday morning. Please leave Anne Gordon a note regarding the transaction.
- At the end of the shift, place all cash and checks in an envelope labeled "Daily Cash Receipts." Drop the envelope in the safe located in the Xerox room. Make sure to push the envelope completely inside the safe.
- Never leave money in the drawer at the reception desk overnight.
- Contact a supervisor if unusual circumstances arise.

Jump Houses/Tot Birthday Parties

- Jump houses are frequently set up in the Main Hall for birthday parties and for the twice-weekly indoor playground program. Due to the size and weight of a jump house, at least two people are needed to roll up and transport a jump house.
- Use the hand vacuum and disinfectant spray to clean and sanitize jump houses after each usage.
- Food and beverages are absolutely prohibited inside jump houses.
- Children are required to remove their shoes before entering jump houses.
- Evacuate a jump house and follow blood-borne pathogen clean-up procedures if a child throws up or bleeds inside a jump house.

Gymnasium

- Most city programs in the gym will have a supervisor on site.
- Main basket up-and-down and door-dogging keys are kept in a drawer at the front counter. Never "loan" these keys – always assist authorized gym users by unlocking doors.
- The scoreboard control and balls are stored in the fire closet, which is opened with a FC-10 key.

Youth Activity Center End-of-Shift Checklist

- ___ Turn off all game systems, TVs and computers
- ___ Put all games and controllers away
- ___ Throw away any trash
- ___ Turn off game room lights
- ___ Lock office closet
- ___ Lock office door
- ___ Turn on alarm
- ___ Check restrooms for cleanliness / flush toilets
- ___ Check with gym staff about locking exterior door(s)

Santo Community Center Closer Checklist

Santo Building Closer Checklist

- ___ Rooms adequately cleaned up
- ___ Entry lobby vacuumed
- ___ Rooms set up for next day's morning rentals
- ___ Cash properly handled
- ___ Day care classroom locked
- ___ Classroom windows closed, latched
- ___ All storage room doors locked
- ___ All external doors locked
- ___ Bathrooms spot-cleaned and lights turned off
- ___ Outside lights turned on
- ___ Hallway lights turned off

List material/custodial shortages:

Other items:

**Santo Community Center
Facility Use Guidelines**

- 1) Scheduled use of rooms must include preparation and clean-up time. Entrance to the facility is allowed at the time specified on the approved rental contract. Renters are required to exit the building by the specified end time for the rental on the approved contract.
- 2) Community center patrons must set-up and remove any chairs, tables, and equipment used in the rented area. Rented areas must be returned to their original condition and equipment arrangement. Check with staff if special assistance is needed.
- 3) All equipment and supplies must be removed at the completion of the rental. In the event that your rental required additional equipment, tables, chairs or AV equipment that was provided by the Department, these items must be placed back in their proper classroom or storage area. Please see our Center staff for assistance.
- 4) Attendance is limited to the occupant load of the facility, as established by the City Fire Marshal, or as determined by the Medford Parks and Recreation Department.
- 5) Renters are to adhere to the following rules:
 - a. No smoking or tobacco use in the building or within 50 feet of the building
 - b. No alcoholic beverages on City property (inside or outside)
 - c. No bicycles, skateboards or roller skates in the building
 - d. No open flames, candles or incense
 - e. Close windows and turn off lights as you leave your area
- 6) Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, a Parks and Recreation staff member should be contacted to assist in the preparation of the event.
- 7) Renter shall not drive any nails, screws, tacks, pins or other objects into the floors, walls, ceilings, partitions, doors and window casings. The use of duct tape on walls is prohibited.
- 8) No structure or sets are to be built unless specifically provided for herein; and no shrubbery or trees are to be cut, trimmed or injured.
- 9) Sound amplification must be requested when applying for application to rent the facility.
- 10) At no time shall exits or electrical panels be covered or obstructed.
- 11) Equipment, tables, chairs or any other items that cause obstruction may not be placed in hallways.

Authorized representatives of the City shall have the right to enter the facility and all parts thereof at any time during a scheduled event.

If any damage is done to the facility during the course of the reservation, or the facility is left in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the cost of any repair or cleanup.

Name: _____
Address: _____ City: _____ Zip code: _____
Phone Number: _____
Signature: _____ Date: _____

U.S Cellular Community Park Facility Supervisor Checklists

Softball/Baseball Complex

Adult Softball Leagues

- Confirm fields are ready for use and safe for play
- Place equipment and supplies at proper locations, including:
 - Correct softball sizes
 - Scoreboard remote controls
 - Score sheets
 - First Aid kits
- Check game schedules for accuracy
- Confirm all scorekeepers and umpires show up on time
 - Report tardiness, inappropriate behavior, attitudes or comments
- Assist scorekeepers in completing their jobs, as necessary
- Turn on field lights manually if not scheduled through automated system
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Sunflower seeds
 - Chewing tobacco
 - Inappropriate, unsafe or erratic behavior
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Be prepared to serve as a fill-in umpire or scorekeeper, as the need arises
- Report abnormalities to facility management

Youth and Adult Tournaments (operated by MPRD)

- Confirm fields are ready for use and safe for play
- Print/post tournament schedules in the covered bracket boards adjacent to unisex bathroom
- Confirm appropriate staffing is on hand
 - Umpires
 - Admission table staff
- Ensure proper equipment is on hand and ready for use, including:
 - Scoreboard remote controls
 - Tournament rules
 - Team contact information
 - Roster confirmation paperwork
 - Prizes (trophies, shirts, etc...)
- Set up Tournament Director table under the large blue shade structure
- Update bracketing in a timely manner (neatly list scores, wins, losses in appropriate places)
- Be available to help resolve rule disputes throughout the tournament

- Distribute prizes to teams as needed
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Sunflower seeds
 - Chewing tobacco
 - Inappropriate, unsafe or erratic behavior
- Report abnormalities to facility management

Youth and Adult Tournaments or Events (not operated by MPRD)

- Confirm fields are ready for use and safe for play
- Assist tournament director with any needs concerning the facility
 - Provide and monitor usage scoreboard remote controls
 - First Aid kits
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Sunflower seeds
 - Chewing tobacco
 - Inappropriate, unsafe or erratic behavior
- Report abnormalities to the Tournament Director and to facility management

Multi-Sport Complex

Adult Soccer Leagues

- Confirm fields are ready for use and safe for play
- Prepare equipment to be used for the evening
 - First Aid kits out and ready for use
- Check game schedules for accuracy
- Confirm field officials arrive on time
- Turn on field lights manually if not scheduled through automated system
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Sunflower seeds
 - Chewing tobacco
 - Inappropriate, unsafe or erratic behavior
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Report abnormalities to facility management

Adult Baseball League

- Confirm fields are ready for use and safe for play
- Place equipment and supplies at proper locations, including:

- Correct baseball sizes
- Scoreboard remote controls
- Score sheets
- First Aid kits
- Check game schedules for accuracy
- Confirm all scorekeepers and umpires show up on time
 - Report tardiness, inappropriate behavior, attitudes or comments
- Turn on field lights manually if not scheduled through automated system
- Respond to accidents or injuries by providing First Aid, if necessary
 - Fill out and file Accident Report Form(s)
- Address and report disciplinary issues on or off the field
- Ensure individuals who have been placed on probation or suspended comply with sanctions
- Report abnormalities to facility management

Multi-Sport Tournaments and Events

- Confirm fields are ready for use and safe for play
- Assist tournament director with any needs concerning the facility
 - Provide and monitor usage scoreboard remote controls
 - Corner flags
 - First Aid kits
- Routinely patrol the complex – be on the lookout for violations of park rules, especially:
 - Smoking
 - Dogs (except service animals)
 - Consumption of alcoholic beverages
 - Sunflower seeds
 - Chewing tobacco
 - Inappropriate, unsafe or erratic behavior
- Report abnormalities to the Tournament Director and to facility management

USCCP Electric Maintenance Carts

Usage Guidelines

- All drivers shall comply with state and local driving laws and parking regulations.
- All drivers must possess a current driver's license.
- Only city employees will be allowed to ride in the vehicle unless on official City business or approval has been given by a member of the department's management staff.
- Passengers must be seated in the seat, no passengers may ride in the back or standing on the side. Total number in the vehicle may not exceed manufacturer's recommendation.
- Only city work related equipment or supplies may be carried in the cart.
- If cart is equipped with lights they must be on while driving during poor weather or low light conditions.
- Avoid driving in crowded areas unless absolutely necessary.
- If towing a trailer, the trailer must be connected using a proper hitch.
- No one may ride on or in the trailer.
- Before backing walk around vehicle to make sure the area is clear.
- Keys must be removed when vehicle is parked to prevent unauthorized use.

Frequently Asked Questions (Revised Dec. 2, 2009)

Medford Parks and Recreation (MPRD)

How do I register for classes?

You can call (541) 774-2400, go to www.playmedford.com (you must create an account), or come into the Santo Center (701 N. Columbus Ave, Medford, OR 97501) in order to register for classes, sports leagues, swim lessons, summer camps, etc. Payment can be made with Visa or MasterCard, online or by phone, in addition to cash or check in person.

Payment is required at the time one registers for a class. We can not hold spots (i.e. register) for those who do not pay at the time of registration.

What if I want to join a program that has already started?

For most programs (NOT including adult sports), we might be able to register one into a class after the start date. However, we cannot guarantee that the program will adjust for those coming in late; nor can we pro-rate class fees. Call us at 774-2400 for more information.

Do you have waitlists for classes that are full (just in case someone cancels)?

We do have waitlists for some programs. We may be able add additional classes or sections to accommodate overflow for some programs.

How often does the *Community Connection* come out?

Three times – April (summer), August (fall) and December (winter/spring)

Do you offer scholarships?

Yes. Some youth classes, programs and services are discounted for qualified families.

In order to be qualified, you must fill out our application, turn it into MPRD (in person), and show proof of assistance (i.e. receives aid for dependent children, currently enrolled in Oregon Health Plan, receives food stamps/Trail Card). For further information, please contact us at (541) 774-2400 or visit our website www.playmedford.com for the form.

Can I/We rent the bounce houses or the MAC-PAC?

MPRD does not rent bounce houses to private parties due to the wear-and-tear that occurs in transporting these heavy, expensive and important equipment items. On occasion, MPRD has provided bounce houses and other resources at events that have broad and strategic promotional value to the Department, as determined by the Recreation Superintendent. Two bounce houses are provided as a part of the Tot Birthday Party rental fee (\$70 for 2 hours) – a great deal.

If you use a bounce house at any public park, you must provide insurance to MPRD which covers liability during its use. Contact the department for a draft of policy requirements.

What's going on with the park property on Ross Lane/Rossanley Drive?

This 50-acre piece of property is called the "Howard Memorial Sports Park" and it is not owned, maintained or operated by the City of Medford. The last contact known was Raymond Kelly 541-779-8390.

SPORTS

How can I get information on your sports programs/tournaments?

Go to www.sportsmedford.com, call our office number (774-2400), or stop by the MPRD offices at the Santo Community Center.

How do I join a sports team if I don't know anyone in the area/just moved here, etc.?

MPRD accepts team registration and generally does not form "free agent" teams.

Individuals can place their name and contact information on our "Free Agent List" via phone, internet, or come into Santo. When/if a team is short-handed, a team captain may call us to see if any free agents have signed up and we provide this list. There is no guarantee that you will be placed on a team by going on the Free Agent List.

The most proactive method is to visit the venue when teams are playing and look for teams that may be short-handed.

Can I reserve a spot in a sports league, and provide (partial) payment before the first game or sometime after the registration deadline?

No. Only full payment reserves a slot, providing the league has not already reached capacity. League registration is on a first-come, first-served basis. Leagues often fill before listed deadlines. Past participation in the program does not provide priority in the registration process.

Due to conflicts, can my sports team play only on certain days and times?

No. We are unable to accept special scheduling requests due to fairness and the complexity of the scheduling process.

May my team "jump on" a field at USCCP or other city fields if nobody is there?

No. There is very little "open" field time anywhere in Medford year-round, and our field-use/rental process is compromised when teams do this. Either rent a field, or follow the procedures set forth in the Field Allocation Process, posted at playmedford.com.

SWIM/POOLS

Where are the public pools?

MPRD owns two outdoor aquatic centers: Hawthorne and Jackson pools. Hawthorne is located near Sears on Hawthorne Street and Jackson is located on Clark Street near Jackson elementary school. These pools are operated during the summer months.

Can I pick the swim lesson instructor?

No; instructors may change pool and hours they work depending on staffing needs and their personal schedules.

How do I lifeguard for the pools?

All lifeguards must have proper certification requirements (classes are often available at the YMCA or Red Cross). Please contact the MPRD Aquatics Director at (541)774-2400 towards the end of winter-- most positions are full by the end of April.

PARKS

City of Medford owns what parks/facilities?

- | | |
|---------------------------------|--------------------------------------|
| Alba Park | Lewis Park |
| Bear Creek Park | Lone Pine Park |
| Donahue Frohmayer Park | Prescott Park |
| Earhart Park | Railroad Park (outside fenced area) |
| Fichtner-Mainwaring Park | Ruhl Park (groups less than 50 only) |
| Hawthorne Park | Santo Community Center |
| Holmes Park | Union Park |
| IOOF/Eastwood Historic Cemetery | Veterans Park |
| Jackson Park | U.S. Cellular Community Park |
| | Vogel Plaza |

Parks MPRD maintains at school sites: Hoover, Howard, Jackson, Jefferson, Kennedy, Orchard Hill, Washington and Wilson

Railroad Park

The park is operated by volunteers and open to the public the 2nd and 4th Sunday (11am-3pm) April thru October. The park is free to visit; any donations, purchases, etc. you may make at the site are collected and used by the clubs that operate there. If you would like to ask the volunteer group if they would open outside of the "standard" operating dates/times please contact Tony Johnson 944-1976.

Jackson County Parks 541-774-8183

- | | | |
|----------------|-----------------|---------------|
| Britt Gardens | Cantrall-Buckey | Emigrant Lake |
| Howard Prairie | The River House | |

Oregon State Parks 800-551-6949 or 503-986-0707

- | | |
|-----------------------------------|---------------------|
| Stewart State Park (541-560-3334) | TouVelle State Park |
|-----------------------------------|---------------------|

BLM 541-621-2200

Table Rock (both Upper and Lower)

Harry & David Field Direct questions to Gary Miller 770-7070

Do I have to "reserve" a park?

No, you do not have to reserve a park and pay the fees. You can take your chances. However, reservations take precedence over "first come first served". So if you're there with a family BBQ, but do not have a reservation, and someone comes in that has a reservation, you will be required to move. These are legally enforceable.

Payment is due at the time you reserve a park area. We can not hold spots (i.e. reserve) for those who do not pay at the time of reserving.

Am I allowed to have alcohol (of any sort) in any of the Medford parks?

City Ordinance 5.310 states that the consumption of alcohol in any public park, public right of way, street, sidewalk or alley is NOT permitted.

With the approval of the MPRD Director, park regulations allow the sale and consumption of wine and malt beverages in a controlled setting at certain special events in the following park facilities: Vogel Plaza, Alba Park, Hawthorne Park, Carnegie Building, Medford Sports and Community Park and the Bear Creek Amphitheater. Requests are to be made in writing to the Director.

Am I allowed to bring my own BBQ to a Medford park?

Yes (with the exception of U.S. Cellular Community Park and Prescott Park). Gas barbecues are preferred over charcoal. **Our Parks do not have dump sites for charcoal.** If you do bring a charcoal BBQ, you are required to remove the used charcoal when you leave the park and dispose of it at a safe dumpsite. BBQs are not permitted at U.S. Cellular Community Park or Prescott Park.

Is vending allowed in Medford Parks?

Vending is allowed in specific areas of a few parks. Contact MPRD at 774-2400 or parks@cityofmedford.org to talk with the person managing this program.

How do you turn on/off the tennis court lights?

Fichtner-Mainwaring Park, Bear Creek Park and North High all have some lighted tennis courts. Typically they are set to shut off about 10ish. However, time may change depending on energy concerns, season and neighborhood concerns.

Fichtner-Mainwaring Park: switches are on the power panel by the shade structure.

Bear Creek Park:

North High Courts:

Are dogs allowed in Medford parks?

Leashed dogs, under the control of a capable handler, are allowed in public parks. **HOWEVER, NO DOGS (on or off leash) are allowed at U.S. Cellular Community Park.**

Veterans Park

The park and amenities were developed in conjunction with veterans groups in the area. Due to prohibitive costs and lack of a vendor, we are not adding names to monuments. However, you can contact MPRD and provide your name and phone number and if it becomes possible to add names you will be contacted.

Why are the rental rates (and some processes and procedures) different for U.S. Cellular Community Park compared to other city parks?

U.S. Cellular Community Park is a unique, state-of-the-art, multi-million-dollar facility featuring synthetic-grass fields that require a more comprehensive level of management, maintenance and scheduling procedures.

Can the Santo Gym be reserved?

Technically yes, but the gymnasium is rarely available during peak usage times (weekday evenings and weekends, year-round) due to MPRD youth and adult sports leagues. Off-peak gym rental requests are considered on a case-by-case basis by the Recreation Superintendent. The gym is not used for celebratory events like baptisms and birthday parties.

Illness and Injury Prevention Plan

Revised October 2009

Management Commitment

It is the policy of the Parks, Recreation and Building Maintenance Divisions to protect the safety and health of our employees. Injury and Illness losses from accidents are needless, costly and preventable. The Parks & Recreation department has established a safety and health program dedicated to fundamental occupational safety and health ideals that will help us prevent injury and illness due to workplace hazards. Employee involvement at all levels of the department is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. The purpose of this committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health with-in the Parks and Building Maintenance and Recreation Divisions.

Labor and Management Accountability

Federal and State regulations require that employees be provided with a safe workplace. Management's responsibility is the prevention of injury and illness. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices.

Supervisors are directly responsible for supervising and providing job training for their employees. This includes proper work practices to ensure safe completion of assigned tasks. Supervisors are required to enforce Parks & Recreation rules and take immediate corrective actions to eliminate hazardous conditions and practices.

It is the responsibility of every employee to perform work in a safe manner. Knowledge of appropriate safe work practices and safety rules is essential. Employees are expected to obey established safety rules. Employees are also expected to maintain their work areas free of hazards by correcting unsafe conditions or reporting them to their supervisor.

Employee Involvement

The City of Medford has established Administrative regulations 85-2, which establishes a City Wide Safety Committee to comply with OAR 437-40-045. Additionally, Administrative Regulation 85-6 establishes general responsibilities to the Director and Supervisors of each department to develop and implement general safety rules within their departments.

The Parks and Recreation Director has established a Parks, Building Maintenance and Recreation Safety Committee that meets on a monthly basis to assist in providing a safe and healthy workplace for all Parks, Recreation and Building Maintenance employees.

Our departmental Safety Committee membership is composed of Parks, Building Maintenance and Recreation staff, as well as department supervisors. The objective of the Parks Safety Committee is to generate an atmosphere where the Parks and Recreation management and workers can cooperatively work together to improve the safety of all Parks, Recreation and Building Maintenance employees. Active participation by all segments of the Parks Department is the cornerstone of a safe and healthy working environment for the department and the facilities we maintain.

All employees are encouraged to voice safety concerns and submit suggestions for improving safety in the Parks and Facilities. A Safety Suggestion Box is located in the Parks and Recreation Department at the Service Center and Santo Community Center. Suggestions are reviewed by the Safety Committee on a monthly basis.

The Director has instructed the Parks and Recreation Safety Committee to perform quarterly Self-Inspection procedures of the work areas at the service center and mechanical rooms at the City Hall and Annex. Additionally, the Building Maintenance division has established a preventative maintenance program that requires routine inspections of life safety systems and equipment under the direct control of the Parks & Recreation Department.

Hazard Identification and Control

The Self-Inspection Procedure is an integral part of a comprehensive hazard control system in the Parks & Recreation Department. Regularly scheduled self-inspections are performed by members of the Department Safety Committee.

These inspections provide a basis for identifying existing and/or potential work place and job related hazards. The information gathered during the self-inspection is used to develop safe work practices, job hazard assessments and safety training programs.

The Self-Inspection Procedure is formatted as a checklist. The inspection form is modeled after the Oregon OSHA's "Checklist for Self Inspection" from the OR-OSHA guidance document "Developing Your Workplace Injury and Illness Prevention Plan".

The working document "Self-Inspection Procedures" is attached as Appendix A.

Additionally the Parks and Recreation Department will perform a Job Hazard Analysis for the individual jobs performed by the Parks Technicians, Building Maintenance, Janitorial and Recreation staff. This hazard analysis will also be used as supplemental documentation to comply with OR-OSHA requirement for PPE, Lockout/Tagout, and Confined spaces.

The working Document "Job Hazard Analysis" is attached as Appendix B

Incident/Accident Investigation

Most accidents are caused by the failure of people, equipment, materials or environments to behave or react as expected. Accident investigation is an important part of the Parks & Recreation Department's Illness and Injury Prevention program. Investigations are made to determine how and why these failures occurred. The information is also used to prevent similar accidents.

All accidents occurring on the job, that result in injury, must be investigated and reported. Incidents, accidents involving no injury or time lost, must be reported on the Report of Accident form.

The responsibility of management is to find and correct the causes of accidents by using a systematic and consistent approach to implementing and overseeing safety protocols. The Director of Parks and Recreation has requested, as part of their duties, that a Parks and Recreation Safety committee review all employee accidents within the Department and make recommendations for ways to prevent accidents from recurring.

Worker Training

Worker Training is an essential component of the Parks and Recreation Department's Injury and Illness Prevention Plan. Appropriate training can decrease the number and severity of accidents by ensuring that employees understand the procedures and hazards associated with their work. Supervisors are directly responsible for ensuring that their employees receive the appropriate training. The City of Medford Safety Office and Risk Manager are available to assist supervisors in meeting this responsibility.

At least monthly (preferably bi-monthly) a portion of the Parks , Building Maintenance and Recreation Division's weekly staff meetings will be devoted to safety information and training programs. All training will be documented to meet the requirements of OR-OSHA.

Periodic Program Evaluation

An annual evaluation of the Injury and Illness Prevention Program will be conducted to ensure that employees are following recommended safety practices and procedures; and that the Parks and Recreation Department's Injury and Illness Prevention Plan is being properly implemented.

The City of Medford Risk Management Office in conjunction with City County Insurance, shall evaluate the Parks & Recreation Department's workplace conditions to identify actual and/or potential workplace hazards.

Employees will be consulted to assess the employee's views on program effectiveness. They will also be asked to assist in identifying problems.

The evaluation will look at specific workplace conditions as they relate to the hazards that employees may encounter, the proper personal protective equipment usage under actual workplace conditions and compliance with provisions of the City of Medford Safety programs.

Facility Supervisor/Scorekeeper Hazard Assessment

Tripping:		10/5/09
Primary hazards include:	Solutions:	
Items or wet spots on the floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away. If you are at a school contact the custodian immediately	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

Lifting/Carrying:		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, or other heavy objects.	Use two people when handling	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat –When working outside:		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

Condition of Equipment and Facility:		10/5/09
Primary hazards include:	Solutions:	
Facilities	When arriving at the fields or facility check to see that the area is free of hazards	
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	

Picnic Tables:		Date: 9/30/09
Picnic tables are often moved within the parks and to off-site events.		
Primary hazards include:	Solutions:	
Lifting	Stretch/4 people minimum if lifting onto a	

	trailer/ 2 people minimum if moving within a park/lift as a team.
Transporting off site	Ratcheting straps/4 tables maximum per trailer.
Cuts	PPE-Cut resistant gloves.
Foot Protection	PPE-Steel toed boots.

Football/Soccer Goals:		Date: 9/30/09
Primary hazards include:	Solutions:	
Lifting	Stretch/2 people lift cross bars while standing on flat surface, no ladders.	
Cuts	PPE-Cut resistant gloves	
Transporting	Within park/2 people; outside park/disassemble/flag sides and rear/use ratcheting straps.	

Bleachers: 3-4 levels:		Date: 9/30/09
Bleachers are used throughout the parks system and at times required to be moved.		
Primary hazards include:	Solutions:	
Lifting	Stretch /lift as a team, one person giving instructions/ 2 people if they have rollers or are using dollies/ 4 people if no wheels or dollies or lifting onto a trailer.	
Foot Protection	PPE-Steel toed boots if lifting.	
Cuts	PPE-Cut resistant gloves.	
Trailers	Use racking straps/maximum 4 bleachers per trailer.	

Bleachers: 5 levels:		Date: 9/30/09
Move only if no other options are available. Follow all procedures listed in 3-4 level bleachers with the exceptions/additions.		
Primary hazards include:	Solutions:	
Clearance when Transporting	Beware of the overall height when bleacher is on trailer.	
Outriggers	Remove before transporting.	
Flagging	Flag both sides and rear of bleachers when transporting on trailer on public roads.	
Loading	Maximum 1 bleacher on trailer/6 people	

	minimum for loading and unloading.
Moving	Park trailer as close as possible/use dollies when possible.

Santo Community Center/YAC Hazard Assessment

Tripping:		10/5/09
Primary hazards include:	Solutions:	
Extension Cords, Rugs, Items on the Floor	be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away	
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.	

Lifting/Carrying:		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, chairs, speakers, water bottles, or other heavy objects.	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, EZ Ups, water bottles, or other heavy objects use a hand truck when possible.	

Janitorial cleaning:		Date: 9/12/05
This activity involves a variety of duties such as cleaning floor, Shampooing rugs, washing walls and glass and removing rubbish. On a typical day the employee may wet or dry mop floors, clean bathrooms, vacuum carpets or dust furniture.		
Primary hazards include:	Solutions:	
Slips, Trips and Falls – wet floors and stairwells	Wear appropriate non-slip shoes.	
Falls - from Ladders	Make sure Ladder is on stable surface, don't reach to far out to the sides. Don't stand	

	above top rung. Inspect all ladders before use.
Cuts, bruises – from Machines and hand tools.	Use appropriate hand protection. Inspect work area for hazards
Burns – from chemicals	Use appropriate PPE. Chemical resistant gloves
Eye Injuries	Use appropriate PPE. Use goggles when mixing chemicals.
Sprains and Strains – from moving heavy furniture and equipment	Use proper lifting techniques. Use 2 people to move heavy equipment.
Electrocution	Check Power cords on all equipment before use. Report any cords in need of repair. Unplug cords at the outlet; don't pull the cord to unplug.
Exposures - Blood borne Pathogens	Use appropriate PPE when cleaning toilets, urinals and cleaning up spills

Tripping:

10/5/09

Primary hazards include:	Solutions:
Items on floor, office equipment, boxes, extension cords.	<p>a. Be aware of your surroundings, look for possible trip hazards when first arriving, and several times during the day. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away so it can get repaired or removed.</p> <p>b. If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away.</p>

Lifting/Carrying/Reaching High Shelves:

10/5/09

Primary hazards include:	Solutions:
Tables, Equipment, Boxes, or other heavy objects.	<p>a. use two people when handling or a hand truck</p> <p>b. store all heavy items on a low shelf, never above waist.</p> <p>c. always use a ladder or step stool when reaching for items above your head.</p>

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:		Solutions:
Contamination		Wear disposable latex safety gloves when providing first aid.
Disposal		Dispose all used first aid materials in bio hazard bag provided.

Heat -When working outside:		10/5/09
Primary hazards include:		Solutions:
Dehydration		Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure		Wear a hat when in the sun for long periods of time.

Moving Tables and Chairs:		10/5/09
Primary hazards include:		Solutions:
Lifting Tables		When placing tables on table mover in the Santo Community Main Hall, get assistance from someone attending the program, never stack more than 10 tables on a table mover.
Moving Chairs		When moving stacks of chairs use the blue hand truck (located in the Santo Community Center), never move more than six chairs at a time.
Pathways		Make sure pathway is clear before moving tables or chairs.
Tables		When moving tables by hand move one at a time only.

Tot Playground/Youth Sports Hazard Assessment

Tripping:		10/5/09
Primary hazards include:		Solutions:
Extension Cords, Rugs, Items on the Floor, Sprinklers, Potholes		Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is

	not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away.
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.

Lifting/Carrying:		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, equipment or other heavy objects	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, or other heavy objects use a hand truck when possible.	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat -When working outside:		10/5/09
Primary hazards include:	Solutions:	
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.	
Sun Exposure	Wear a hat when in the sun for long periods of time.	

Condition of Equipment and Facility:		10/5/09
Primary hazards include:	Solutions:	
Facility	When arriving at the fields or facility check	

	to see that the area is free of hazards.
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.

Program Instructor Hazard Assessment

Tripping:		10/5/09
Primary hazards include:	Solutions:	
Items on floor, Tables, Chairs, TVs, boxes, extension cords.	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact the staff person at the site right away so it can get repaired or removed.	
Lifting	If the hazard is too heavy for one person to handle ask for assistance.	

Lifting/Carrying:		10/5/09
Primary hazards include:	Solutions:	
Tables, Equipment, Boxes, or other heavy objects	use two people when handling or use a hand truck	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

MAC-PAC, Outdoor Movies and Concerts Hazard Assessment

Tripping:		10/5/09
Primary hazards include:	Solutions:	
Pot holes, sprinklers, stage area, playgrounds, maintenance sheds	Be aware of your surroundings, look for possible trip hazards when first arriving at the area and when entering maintenance sheds. Mark these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.	
Movie screen guide ropes, extension cords, speakers, and wire.	Movie screen guide ropes, and extension cords cone off.	

Lifting/Carrying:		10/5/09
Primary hazards include:	Solutions:	
Tables, jump house, movie screen, EZ Ups, jump house blocks, heavy speakers and stands.	a. Use two people when handling b. Tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. When moving jump house, jump house blocks, movie screen, EZ Ups, or other heavy objects use a hand truck when possible. Two people to push hand truck up trailer ramp d. Put up heavy speakers and stands up last to avoid possible trip danger and speakers falling down on someone or being damaged.	

Providing First Aid:		10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.		
Primary hazards include:	Solutions:	
Contamination	Wear disposable latex safety gloves when providing first aid.	
Disposal	Dispose all used first aid materials in bio hazard bag provided.	

Heat:

10/5/09

Primary hazards include:**Solutions:**

Dehydration

Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill at the parks when needed.

Sun Exposure

Wear a hat when in the sun for long periods of time.



Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC-06-03

Pages: 1 of 1

Subject Area: Money

Date of Issue: 11/7/06

Revised:

Title: Recreation Division Money Handling Policy

Authorization:

[Signature]

Director Parks & Recreation
[Signature]

Recreation Supervisor

Date: 11-7-06

Date: 11-7-06

Recreation Division Money Handling Policy

1. The money drawer in the office is to remain locked at all times.
2. Daily at 5:00p.m. the money taken in during the day will be placed in the safe and the money box with the starting bank will remain in the drawer for the night staff.
3. Following a special event the proceeds will be placed in a bank bag and taken to the Police Information window at City Hall where City Hall office staff will pick it up the next working day. Inside the money bag a note should be placed with the amount of money that is in the bag and what event it was from. If a starting bank is included in the bag this needs to be noted as well.

The person in charge of the event will be responsible to inform office staff that a money bag is going to be left at police information so they can retrieve it.

4. Only Donovan Reyna, Rich Rosenthal, Sue McKenna, Anne Gordon, and Dan Morley of the will have access to the safe code.



**Parks & Recreation Department
Standard Operating Procedure**

Policy Number: REC-10-01
Pages: 1 of 3
Subject Area: Sponsorship
Date of Issue: 01/01/2010
Revised:

Title: Recreation Program/Facility Rates and Fees

Authorization:



Director Parks & Recreation

Date: 2-2-10



Recreation Superintendent

Date: 2-2-10

See Attached document

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

City of Medford
Administrative Regulation

Regulation No.:
Page: 1 of 1
Subject Area: Sponsorship Fees
Date of Issue:
Supersedes: n/a

Title: Recreation Program/Facility Rates and Fees

PURPOSE

The mission of the Medford Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population.

The Department offers advertising, sponsorships and partnership opportunities at affordable rates to offset program costs and to reduce the Department's dependence on the General Fund.

This regulation establishes a range of rates and fees for various program sponsorships and other promotional opportunities.

AUTHORITY

Section 2.185 - 2.191 Medford City Code

Sports Leagues and Athletic Programs

Sponsorship Item	Fee Range
Adult Basketball (2 types)	\$500-2,000
Adult Flag Football	\$500
Adult Kickball	\$500
Adult Soccer (2 types)	\$500-1,500
Adult Softball (exclusive)	\$5,000
Ultimate Frisbee	\$500
Adult Volleyball (exclusive)	\$2,000
Junior Giants	\$500
NFL Flag Football	\$500
So. Oregon Slam (exclusive)	\$3,000
Youth Enrichment in Sports	\$2,500
All-Comers Track Meets	\$500
Youth Indoor Soccer (2 types)	\$850-3,600

Programs

Sponsorship Item	Fee Range
AAA Travel Teddy	\$200
Arbor Day Tree Partner (3 types)	\$150-500
Breakfast With Santa (2 types)	\$300-500
Candy Cane Hunt (2 types)	\$300-500
MAC-PAC (2 types)	\$1,750-3,500
MPRD Mascot	\$2,000
Day Camp (3 types)	\$500-3,500
Swim Coupon Book	\$750

Special Events

Sponsorship Item	Fee Range
Daddy Daughter Dinner Dance (4 types)	\$300-4,000
Dog Days/Pet Parade (2 types)	\$100-450
Mother/Son Bowling Night (2 types)	\$100-400
Concert Sponsorships (4 types)	\$500-10,000
Movies-in-the-Park (exclusive)	\$10,000

"Community Connection" Program Guide Advertising

Ad Size	Color 1x	Color (Year)	Black/White 1x	B/W (Year)
Full Page	\$600	\$1,350	\$550	\$1,237
Half-Page	\$387	\$872	\$337	\$760
Quarter-Page	\$275	\$618	\$225	\$506
1/8 Page	\$175	\$337	\$125	\$281

Sportsmedford.com Web Site Hyperlinks

Type/Size	Annual Fee	2-Year Contract
Lead sponsor (160 x 140 pixels)	\$600	\$1,080
Basic sponsor (160 x 70 pixels)	\$300	\$540

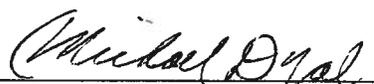
Facility Signage

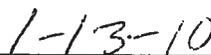
Facility	Fee Range
Aquatic Centers	\$250
Santo Community Center Gym	\$300-500
Youth Activity Center	\$250-500

U.S. Cellular Community Park Field Signage

Size (Type)	Per Field		5+ Fields	
	1-Yr Contract	2-Yr Contract	1-Yr Contract	2-Yr Contract
3.5 x 8	\$250	\$450	\$1,000	\$1,800
3.5 x 8 (preferred location)	\$300	\$540	\$1,200	\$2,160
3.5 x 12	\$375	\$675	\$1,500	\$2,700
3.5 x 12 (preferred location)	\$450	\$810	\$1,800	\$3,240
2.5 x 6 (backstop)	\$150	\$270	\$600	\$1,080

Approved:


 Michael Dyal, City Manager


 Date

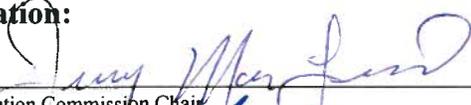


Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC-07-02
Pages: 1 of 1
Subject Area:
Date of Issue: 6-19-07
Revised:

Title: Softball Special Request & Registration Policy

Authorization:



Parks & Recreation Commission Chair

Date: 6-19-07



Parks & Recreation Commission Vice-Chair

Date: 6-19-07

GENERAL

The Medford Parks & Recreation Department's adult softball program is the largest organized sports league in the Rogue Valley. The current popularity of the program and the likelihood of future growth necessitate a modification in team registration and scheduling procedures.

REGISTRATION PROCEDURES

Beginning in the Fall 2007 season, a maximum of two special scheduling requests will be accepted from a team captain on or before the team registration deadline for a fee of \$15 per individual request.

A special request is defined as a team's desire to receive special consideration or treatment during the initial scheduling process. The most common requests stipulate specific game days, times and fields. The League Director shall make the final decision on what constitutes a special request.

Special requests must be submitted in writing using the standardized sign-up form contained in the softball Registration Guide. The form must be submitted to the Parks & Recreation office, along with appropriate fees, by the registration deadline.

If staff is unable to accommodate a special request, the special request fee will be refunded.

SCHEDULING PROCEDURES

All teams should be prepared to compete in the evenings Monday through Thursday, and in the afternoons and evenings on Sundays, unless specific competition days are noted in the Registration Guide.

League breakdown listings or tentative season schedules will be distributed at the mandatory team captains' preseason meeting.

Teams will be given the option to receive a full refund of team fees within 24 hours after distribution of season schedules.



**Parks & Recreation Department
Standard Operating Procedure**

Policy Number: REC -06-02
Pages: 1 of 1
Subject Area: Customer Service
Date of Issue: 02/28/06
Revised:

Title: WAITING LIST PROCEDURES

Authorization:

[Signature]

Director Parks & Recreation

Superintendent

Date: 11-17-06
Date: _____

WAITING LIST PROCEDURE

BACKGROUND

Medford Parks and Recreation desires to see that everyone seeking services is accommodated. There are occasions when a program or facility has been scheduled to capacity. Once this occurs, staff will need to develop a waiting list for those individuals or groups that would like to be considered for inclusion into the program or service that is full. The following policy/procedure will be used in developing wait lists and registration from the wait list.

CREATING & SIGNING UP FOR A WAITING LIST

Programs

When a program fills, we will ask the person if they are able to attend the same program at another time it is offered during the same session. If they are unable to attend an alternate time, or all other times the program is offered are full, we will place the customer on the wait list for the class they are interested in or any other class of interest to them.

Swimming Lessons

When a class fills, we will ask the person if they are able to attend the same class at another time it is offered during the same session. If they are unable to attend an alternate time, or all other classes are full we will create a waiting list. The waiting list will be broken down into mornings, afternoons and evenings. Staff would indicate in enrollee notes what class they are looking for.

When creating a wait list, staff should obtain the following information for the individual:

- 1. Name
- 2. Address
- 3. Phone Number (Home)
- 4. Phone Number (Work)
- 5. Cellular Number
- 6. E-mail address

WAITING LIST CONTACT PROCEDURE

If a spot does become available, we will contact the person on the waiting list by phone and/or email. Once staff has contacted the person on the wait list, either in person or through a voice messaging system, that person will have until Noon the following work day in which to respond. If we do not receive confirmation from the person on the wait list, we will contact the next person on the waiting list and the person who did not respond will be removed from the waiting list.

If a spot on the waiting list becomes available less than 24 hours prior to the beginning of the program, staff will wait 30 minutes after the notification that a spot is available prior to moving to the next name on the waiting list.

