

ARTICLE I

GENERAL PROVISIONS

SECTION 1. Authority: The Greybull Recreation Board shall have the authority specified for recreation boards by Section 18-9-201 and 18-9-202 inclusive of the Wyoming Statutes of 1977 as amended.

SECTION 2. Purpose: The purpose of the Greybull Recreation Board shall be to operate the Greybull Recreation District and to enhance the quality and quantity of recreational activities for all residents of Big Horn County School District #3. Also, the Board will function as an active and informative Recreation Board as a whole with its primary functions being policy-making, coordination, evaluation, and management. The Board, through its Director, shall administer any taxes levied by Big Horn County School District #3 for recreational purposes.

SECTION 3. Objectives: The Board, the Director, and all employees shall act in accordance with and in order to further the following objectives:

- a. Provide healthful and creative recreation programs, activities and facilities to meet the present and future needs of all the citizens of Big Horn County residing within the boundaries of the Greybull Recreation District, regardless of race, age, sex, physical condition and financial status;
- b. Provide special activities to meet the interests of specialized groups; i.e., arts and crafts, wood working, etc.
- c. Cooperate with Big Horn County School District #3 in the planning and scheduling of school facilities during non-school use, in order to increase the opportunity for more extensive use of school facilities.
- d. Cooperate with the Town of Greybull in planning, acquiring and developing parks and recreation areas.
- e. Cooperate with the Town of Greybull in administering recreational programs in town facilities and on town grounds.
- f. Cooperate with organized clubs and leagues to organize and publicize activities so that all interested members of the community may participate.

SECTION 4. Liberal Construction: These rules and regulations shall be construed liberally to accomplish the purpose and intent of agreements between the Town of Greybull, Big Horn County School District #3 and the policies of the Greybull Recreation District.

SECTION 5. Amendments: Any rule or regulation may be amended, repealed or adopted at any regular meeting by a simple majority of the membership, provided the proposed change has been presented at a previous regular meeting of the Board.

SECTION 6. Effective Date: All previous rules, regulations and policies of the District are hereby revoked as of the effective date of these rules as provided by law.

March 2021

ARTICLE II

ADMINISTRATION

SECTION 1: Board of Directors:

- a. Board members shall be appointed by the Board of Education of Big Horn County School District #3 at the December meeting and as other Recreation Board vacancies occur.
- b. The Recreation Board shall consist of seven members in the following structure: Two members from the Board of Education of Big Horn County School District #3. One member from the Greybull Public School administration. One member from the Greybull City Council. Three members-at-large residing within Big Horn County School District #3.
- c. Representation from all parts of Big Horn County School District #3 will be maintained as possible.
- d. Terms of office shall be one year for the two members from the Board of Education, the school administrator and the one member from the Greybull City Council. The terms of office for the other members shall be three years, and their terms shall be staggered in such a way that one at-large board member will be appointed each year, with the term beginning January 1.
- e. All board members shall agree to attend a minimum of eight of the twelve regular monthly meetings. Members missing two meetings in a row may be removed from the Board.
- f. The Board shall manage, operate, and regulate the Recreation District and may take any steps to ensure safe, economical and enjoyable operation of the system; including, but not limited to, the following:
 - 1) Determining and establishing the policies to be followed in carrying out the purpose for which the District was established.
 - 2) Selecting and employing the Director and defining the scope of the Director's powers, duties, and responsibilities.
 - 3) Securing required funds, preparing and approving the District's annual budget, assessing activity fees and authorizing all expenditures.
 - 4) Studying and determining present and future community recreation and leisure needs, services and cultural activities.
 - 5) Acting as a forum for the members of the public in obtaining interpretations of policy and procedure and in obtaining information concerning District operations.
 - 6) Considering requests, suggestions and recommendations concerning the District and its activities made by members of the public.
 - 7) Encouraging individuals, groups and organizations to give funds, properties, labor and leadership for development and operation of recreational and cultural activities.

SECTION 2: Officers:

- a. The Greybull Recreation Board shall elect a President, Vice-President, Secretary, and Treasurer from among its members at the regular meeting in January.
- b. The President shall preside at all meetings of the Board. The President shall act on behalf of the Board as a whole only following Board authorization.
- c. The Vice-President shall act as President in his/her absence.
- d. The Secretary shall be the custodian of all records and maintain minutes and reports of all Board transactions.
- e. The Treasurer shall have custody of all Board funds and shall ensure that an accurate accounting system is maintained to give a true accounting of all financial transactions. The Treasurer shall be bonded at all times by a competent bonding company, in such amount and with securities approved by the School District, conditioned upon the faithful performance of his/her duties and full accounting of all monies received by him/her.
- f. The Board may remove any officer at any time without cause. The election of an officer does not itself create contract or property rights with the District.

March 2021

SECTION 3: Committees:

- a. The President, upon authorization of the Board, may create standing committees or any special committees that may, from time to time, be deemed in the best interest of the District. Any standing committee so created shall elect from its membership a chairman. The standing committee membership shall adopt rules for operation that are consistent with these rules and regulations and with the policies of the Board.
- b. Unless otherwise specified by the Board in authorizing a committee, committee members shall be appointed or removed by the President and shall serve for a period of one year or until their successor is appointed.
- c. All committees shall report to the Board as deemed necessary by the committee chairman or at the request of the Board.

SECTION 4: Executive Director:

- a. The Director shall be employed by the Board on an annual basis. The Director's employment relationship with the District shall be governed by written agreement with the Board.
- b. The Director shall serve as the executive officer for the Board, coordinating District functions and activities, representing the District on matters relating to intergovernmental and community relations and keeping the public advised of District activities and programs. As such, it shall be the general responsibility of the Director:
 - 1) To implement the general policies of the District.
 - 2) To prepare an annual budget to submit to the Board.
 - 3) To develop and maintain an effective liaison with other local governmental and nongovernmental entities.
 - 4) To manage all personnel functions of the District by the authority delegated to him/her by the Board, and to supervise and coordinate the day-to-day activities of all employees of the District.
 - 5) To interpret to the public the philosophy and objectives of services provided by the District.

SECTION 5: Employees:

- a. Full-time, part-time and seasonal employees shall be employed by the Board on behalf of the District's best interests.
- b. Job descriptions for all employees shall be prepared by the Director, with the approval of the Board, and shall be maintained on file with other District records. The job descriptions shall be reviewed from time to time by the Board.
- c. The Board shall prepare and maintain a personnel policy covering all employees of the District. The personnel policy shall be reviewed periodically by the Board and shall be maintained on file with other District records.
- d. At which time an employee is selected for employment, he/she must consent to and pass a background check and comply with the policy for a drug free workplace.
- e. All personnel actions shall be taken without regard to race, creed, sex, age, national origin, political affiliation and other group membership.

ARTICLE III
OPERATION

SECTION 1: Board Meetings:

- a. The time and place of regular monthly meetings of the Board shall be established at the January meeting. Special meetings may be called upon the written request of any three members of the Board, provided that notice is given to the public and the Board members as required by the Wyoming Open Meeting Law, Wyo. Stat. Sec. 16-4-404, as amended. Action taken at special meetings shall be limited to the purpose for which the meeting was called.
- b. A majority of the number of members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. No action of the Board shall be valid unless such action receives the approval of a majority of the members appointed to the Board.
- c. If a quorum is not present for a meeting, a phone vote may be taken in order to take care of essential business. The phone vote and how each member voted shall be documented.
- d. The order of business at a regular meeting shall be as follows:
 - 1) Call to order
 - 2) Roll call
 - 3) Reading and approval of minutes of previous meeting
 - 4) Agenda additions, deletions, and adoptions
 - 5) Audience and communications
 - 6) Old business
 - 7) New business
 - 8) Executive Session
 - 9) Approval of bills
 - 10) Adjournment

SECTION 2: Finances:

- a. The Board shall be authorized to accept and use, within the conduct of the system, any gift, donation, bequest, devise or contribution of money and property. Any monies accruing as a result of tax levy or appropriation by the governing bodies involved in the recreational system shall be credited to the District and may be expended by the Board for maintenance, improvement, development, operation, management and conduct of the system and the erection and repair of properties under its control.
- b. The tax base of the District shall be the area in Big Horn County encompassed by Big Horn County School District #3. The tax levies imposed by the Board of Education of Big Horn County School District #3 in the manner provided by law for purposes set forth herein shall not exceed a total of one mill on the assessed valuation of any property within Big Horn County School District #3.
- c. The fiscal year of the District shall commence on July 1 of each year and end on the following June 30.
- d. All expenditures, with the exception of regular payroll, shall be authorized by the Board.
- e. The Director shall oversee District purchasing, with Board supervision and approval. The Director may authorize, subject to Board approval of the expenditure, purchases for supplies and equipment up to a maximum purchase of \$2,500.00.
- f. All monetary transactions of the District shall require the signature of the Board Treasurer and President.

SECTION 3: Records:

- a. In order to keep the public advised of official activities, the Board shall maintain the following records at the District office, which will be available for public inspection during regular office hours:
 - 1) Copies of Sections 18-9-201 and 202, Wyoming Statutes 1977, and of the Wyoming Administrative Procedure Act
 - 2) A copy of the agreement establishing the District
 - 3) These rules and regulations, and any amendments thereto
 - 4) Minutes of regular and special Board meetings
 - 5) A list of current Board members and officers as well as a list of Board committees and committee chairmen
 - 6) Any existing contracts and agreements between the Board and other entities
 - 7) Job descriptions for personnel
 - 8) The District's personnel policies
 - 9) Equipment inventories
- b. In order to keep the public advised of the services available from the District, the Board shall maintain current information on file relating to:
 - 1) A list of facilities administered by the District, including a schedule of use charges or deposits required.
 - 2) A list of existing District-sponsored programs and club activities, including related fees and charges.

ARTICLE IV

DISTRICT EQUIPMENT LENDING

SECTION 1: Procedure:

- a. Equipment that is available for public use will be determined by the Director.
- b. Groups or individuals may reserve items on a first-come, first-serve basis.
- c. A user fee shall be assessed for equipment, the amount of deposit to be posted prior to checking the equipment out, late charges that may be assessed for tardy return, and replacement cost for lost and damaged equipment
- d. The party checking out the equipment shall be responsible for all fees and charges and shall be responsible for returning the equipment in good repair. Failure to do so shall result in a replacement charge assessment.
- e. No equipment will be checked out without the responsible party signing out the equipment on a form prepared by the District.

ARTICLE V

COMMUNITY HALL USE

SECTION 1: Fee schedule:

- a. The Board shall determine the amount of user fee for the facility, as well as any deposit that may be required.
- b. The fee schedule shall be reviewed periodically by the Board. The most current fee schedule shall be maintained for public inspection at the District office.

SECTION 2: Procedure:

- a. The requesting party shall fill out a rental contract and comply with the fee schedule and reservation deadline prior to the event.
- b. Organizations or individuals renting the building shall be responsible for the replacement cost of any items damaged or missing.
- c. The facility shall be left in the same condition as it was received in.
- d. If the activity is for minors, chaperones will be required and no smoking or alcohol will be permitted.

**ARTICLE VI
GUIDELINES FOR LEAGUE SPORTS**

SECTION 1: Definition: League Sports are defined as sports organized as part of an association or formalized league and internally organized by a volunteer group. Generally, league sports are part of a competitive program which includes travel and play in tournaments and games.

SECTION 2: General:

- a. Each league will have its own President, Vice-President, and Secretary/Treasurer.
- b. Each league will be responsible for the actions of their teams.
- c. Each league is responsible for hiring, paying, and scheduling officials.
- d. Each league will establish its own by-laws, procedures, etc.; which will govern the league.
- e. The District is not responsible for league finances or the compilation of financial reports.

**ARTICLE VII
INTRAMURAL SPORTS GUIDELINES**

SECTION 1. Definition: Intramural Sports are defined as sports carried out within the bounds of and organized internally by the Greybull Recreation District.

SECTION 2. Youth Intramural Organization:

- a. The District is responsible for the organization of Intramural Sports.
- b. The District shall be responsible for finding and training volunteer coaches for Intramural Sports.
- c. The District shall be responsible for providing and scheduling practice locations for intramural sports.
- d. The District shall be responsible for purchasing, maintaining, and storing intramural sports equipment.

SECTION 3. Registration and Fees for Youth Intramurals:

- a. The District shall collect all fees and registration forms for Intramural Sports.
- b. Players turn in a parental waiver and registration form prior to participating in any intramural program.
- c. A minimum participation fee will be assessed for each intramural participant with the exception of participants qualifying for scholarships.
- d. Intramural fees shall be set by the Greybull Recreation District.

SECTION 4. Insurance:

- a. The Greybull Recreation District shall not provide insurance for intramural participants, coaches, volunteers, or officials/referees.

SECTION 5. Coaches:

- a. Coaches must sign a volunteer contract, consent to and pass a background check prior to coaching an Intramural Sport.
- b. Coaches shall adhere to a high moral standard and maintain proper conduct when involved in intramural sports.

SECTION 6. Travel and Competition:

- a. Intramural teams may play other teams outside the intramural program; however, intramural teams may not participate in another organized league or tournament.
- b. The District shall not provide transportation to intramural games or practices. Games held outside of District boundaries shall be considered optional and transportation to those games shall be arranged by individual participants.

SECTION 7. Adult Intramural Organization:

- a. An annual organizational meeting will be held and a continuity packet will be maintained by the District.
- b. Each team will appoint a Captain. Captains will meet to determine rules for each season.
- c. Team Captains will collect player fees and present them to the District by a deadline agreed upon at the organizational meeting.
- d. Roster lists and a schedule will be presented to the District on the first night of play. Rosters must be signed by all players. Only the players on the rosters will be eligible to play.
- e. The District shall be responsible for providing and scheduling locations for adult sports.
- f. The District shall be responsible for purchasing, maintaining and storing equipment.
- g. Teams may not represent the District in another organized league or tournament.

SECTION 3. Insurance:

- a. The Greybull Recreation District shall not provide insurance for intramural participants, coaches, volunteers or officials/referees.