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Sexual Offender

Category: General Policy
Policy Number: 2001
Full Policy Number: GSO-2001

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

The Fremont Community Recreation Authority (FCRA) continually strives to provide a safe environment for patrons of all ages at the Community Recreation Center (known moving forward as “the Rec”) that is open for use by the public. The Fremont Community Recreation Authority has developed rules and regulations which establish guidelines for usage of the Rec, which will ensure overall safety and consistency for all patrons.

This Policy was developed to decrease the probability of an incident with a convicted sexual offender occurring at the Rec. It is understood that this policy cannot ensure prevention, but is meant to decrease the likelihood of an occurrence.

The policy will provide a framework for identification, awareness, and communication of presence of sexual offenders in the Rec or among staff. The denial of admittance contained in this policy is all-inclusive, i.e., Rec usage, membership, programs offered, by the Fremont Community Recreation Authority. This all-inclusive denial has been deemed the most effective method of ensuring the safety of the Rec’s patrons and employees.

If a known sex offender has obtained access to the Rec, it is not the intention of the Rec or the FCRA to harass, embarrass or humiliate a sexual offender, cause panic, or make false accusations. The primary focus is awareness of the Rec employees to react in accordance with this policy.

Research will be obtained from a variety of sources to determine what defines a convicted sexual offender. Michigan has three tiers of offenders:

Tier I: Includes offenses like possession of child pornography or indecent exposure. Offenders must register for 15 years and verify their information annually.

Tier II: Covers more serious offenses such as soliciting a minor for prostitution or distributing child pornography. Offenders must register for 25 years and verify their information semi-annually.

Tier III: Involves the most severe offenses, including rape or sexual assault of a minor. Offenders must register for lifetime and verify their information quarterly.

These tiers are determined by the nature of the offense and the offender's history, with repeat offenders or those involving violence or coercion more likely to be placed

in a higher tier.

This policy is meant to identify and communicate the knowledge that a sexual offender has entered the Rec and instruct FCRA employees relative to removal of the individual from the Rec and prohibit entrance in the future. All FCRA employees shall acknowledge their understanding of this policy.

Two sources will be used, the Michigan State Police database and communication with the Fremont Police Department.

All actions taken in respect to this policy shall require the completion of an incident report (located in Connecteam).

Upon identification of a convicted sexual offender, the Director shall send written correspondence informing the member that their membership has been terminated immediately or informing a known daily pass purchaser or guest that future access is prohibited.

Upon termination, a refund request may be submitted to the Fremont Community Recreation Authority for consideration. The individual will be notified of the determination of any approved refund and it will be delivered by mail.

If an alleged incident occurs within the Rec, the Fremont Police Department shall be immediately notified. The alleged victim will be escorted to the Director's office. The alleged offender will be instructed to wait in the foyer area. No action shall be taken to stop the alleged offender from exiting the facility.

The FCRA reserves the right to protect its employees and patrons from a known sexual offender. The FCRA also recognizes that sexual offenders are entitled to certain rights. This policy has been designed to ensure the safety of patrons and the FCRA employees. It is understood that laws pertaining to sexual offenders and the use of public facilities are constantly changing. As such, this policy may be amended from time to time to ensure compliance with applicable law.

Sexual Harassment

Category: General Policy
Policy Number: 2002
Full Policy Number: GSH-2002

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

The Fremont Community Recreation Authority (FCRA) is committed to providing a working environment free from discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment. The FCRA will implement the policy to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination and harassment of employees.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job.

Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment due to race, religion, sex, sexual orientation, national origin, disability, age, military, or veteran status will not be tolerated in any of the Fremont Community Recreation Authority's facilities.

All actions taken with respect to this policy shall require the completion of an incident report (located in Connecteam).

Such conduct is subject to discipline, up to and including termination. Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to the Director or the FCRA board. The organization will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

Fremont Community Recreation Authority is an Equal Opportunity Employer.

General Building Policies

Category: General Policy
Policy Number: 2003
Full Policy Number: GBP-2003

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

Policies of the FCRA are designed for the protection of employees, participants, and the facilities. The following policies are designed to encourage an inclusive and welcoming atmosphere.

The Fremont Community Recreation Center (known as “the Rec”) is open to all; clubs or groups may not have exclusive use of any area without prior paid reservations.

Users of the Rec must abide by all policies and comply with requests made by FCRA staff that align with these policies. Users that refuse to abide by these policies will be asked to leave and risk termination of membership if behavior continues.

- ★ All media device users must use headphones
- ★ Personal amplified sound is not allowed
- ★ No cell phone or recording device usage in locker rooms
- ★ No photography, either by camera or cell phone, is allowed unless with prior written approval
- ★ Profane language and offensive behavior is not permitted
- ★ Profanity on clothing is not permitted
- ★ Sexual harassment of any kind is not tolerated
- ★ Any bleeding or injuries must be reported to FCRA staff immediately
- ★ Peddling, solicitation, and posting of any material (such as fliers) within the Rec is prohibited without prior approval of the Director
- ★ No spitting in drinking fountains or on the floor
- ★ Roller skates, roller blades, skateboards, mopeds, bikes, and scooters are not to be used in the Rec

Disorderly conduct, employee abuse, or disregard for facility policies will result in dismissal from the Rec.

The Rec is a tobacco-free campus. No smoking or drug use is permitted on the premises.

The Rec cannot be held liable or responsible for loss of valuables. Anything left behind will be set aside for one week and afterward will be donated to the Community Closet or other similar organization.

It is recommended that individuals consult their personal physician prior to engaging in physical activity.

The following conduct is specifically prohibited and may result in temporary or permanent loss of privileges:

- ★ Endangering the health or safety of others
- ★ Assaulting, harassing, intimidating, or threatening another individual or group
- ★ Inappropriate, offensive language and/or behavior
- ★ Stealing, damaging, or destroying FCRA property or property belonging to an FCRA guest
- ★ Possession of alcohol, drugs or any other controlled substance and/or intoxication due to alcohol or drug use
- ★ Possession of weapons of any kind, or objects that appear to be weapons
- ★ Smoking cigarettes or vaping

Please report any inappropriate conduct to an FCRA staff member. Suspension or termination of membership or single visit privileges at the Rec may result from a violation of this policy. While an incident is being investigated, facility use of the person(s) accused of violating this policy may be temporarily suspended pending a final decision.

No refunds will be given for loss of privileges due to breach of the policy. FCRA has the right to refuse entry to anyone at any time.

Lost and Found:

The FCRA is not responsible for any lost or stolen items. To ensure the safety of your belongings, please make sure your items are secure. Any items left behind will be considered abandoned and will be donated after 24 hours.

Valuable items will be the only items logged and held. “Valuable items” include mobile phones, wallets, keys, smartwatches or expensive watches, and diamond rings or wedding rings. Any other items may be deemed valuable at the discretion of the Director. These items will be stored for up to 60 days, after which time the item will be considered abandoned and will become FCRA property.

Facility Usage

Category: General Policy
Policy Number: 2004
Full Policy Number: GFU-2004

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

General Facility Use

Read all posted signs. Some facilities have separate rules (i.e., pool, weight room, pickleball courts) that must be followed. All facility users must sign a waiver upon arrival.

The FCRA owns and oversees the pickleball courts located on Maple Street and in the Rec Center. There are up to four indoor courts (three if other programs are taking place) and 6 outdoor courts. All outdoor courts are open to the public and open during the Rec's operating hours, with four courts being earmarked for the NCPC (Newaygo County Pickleball Club) from 9am until 12pm, Monday-Saturday. All six courts are still considered open play, with NCPC rules implemented on the 4 reserved.

Events and paid reservations take precedence over any open play, open gym, or open swim.

- ★ All users of the Rec must have a valid membership or a day pass with legal name used to sign in
- ★ Appropriate exercise attire is required. FCRA staff reserves the right to determine the appropriateness of attire.
- ★ Cleats are not allowed inside the facility.
- ★ Any material that could damage equipment (zippers, snaps, metal studs, etc.) are not permitted on equipment
- ★ Swimwear is allowed only in the pool areas and locker rooms. If leaving these areas the user must comply with the building policies regarding attire. Thong swimwear is not permitted.
- ★ All activities must be consistent with the designated purpose of the room
- ★ No animals are allowed except for those permitted by the Director (with the additional exception of properly identified service animals)
- ★ Audio visual equipment is to be operated by FCRA staff only without prior approval
- ★ Weapons and firearms of any kind are prohibited
- ★ Children should not be left alone in bathrooms, adult supervision is required in order to ensure the child is safe and any mess left behind is addressed

Weight Room/Yoga Room Use

- ★ Chests must be covered at all times in the building unless in the back of the

weight room (the stretching/boxing area)

- ★ Shorts or pants must be worn at all times
- ★ No bare feet
- ★ Wipe down machines after use
- ★ Re-rack weights
- ★ Attachments must not be left on floor

Gymnasium Use

- ★ No street shoes (non-scuffing, non-marking)
- ★ No bare feet
- ★ All equipment must be returned to the correct location

Pool Use

- ★ To use the pool, a lifeguard must be present. Swim only in designated areas.
- ★ Obey all instructions given by lifeguards and staff.
- ★ Showering is required before entering any pool.
- ★ Children under 42" must be always within arm's reach of a responsible adult.
- ★ Children under 48" must be accompanied on deck with a responsible adult.
- ★ Children under 54" must have a responsible adult present in the facility.
- ★ Glass, other breakable materials, and hazardous objects or materials are not permitted.
- ★ Alcoholic beverages are not permitted. The use of alcoholic beverages while swimming may result in serious injury.
- ★ No running.
- ★ Rough play or holding underwater will not be tolerated.
- ★ Do not hang on safety or lane lines.
- ★ Beach toys are not permitted.
- ★ Dive only in designated areas.
- ★ All personal floatation devices must be US Coast Guard-approved and labeled.
- ★ All swimmers must wear appropriate swim attire. Cut-offs, leotards, gym shorts, underwear, thong swimsuits, string bikinis, or cotton t-shirts are not permitted. Rash shirts permitted.
- ★ Swimming apparel with zippers, buckles, metal ornamentation, or anything that may damage HAC property is not permitted.
- ★ People with a contagious, infectious condition or disease; an open, unhealed wound; and/or experiencing even a mild case of diarrhea may not use any pool. Persons with diarrhea should wait two weeks after symptoms end before returning to the pool.
- ★ Infants/children who are not toilet trained and adults who are incontinent must wear a new disposable swim diaper or a reusable swim-appropriate (non-cloth) diaper to enter the pool.
- ★ No street shoes on deck.
- ★ Any injury occurring in the pool must be reported to a lifeguard or supervisor immediately.

Pickleball Court Use

Court Safety:

- ★ The following items are prohibited on the courts: chairs, drinks, pets, gum, candy, strollers, bikes, skateboards (and other similar items)
- ★ Obey all instructions given by staff.
- ★ Children under 42” must be always within arm’s reach of a responsible adult.
- ★ Children under 48” must be accompanied by a responsible adult.
- ★ Children under 54” must have a responsible adult present in the facility.
- ★ Glass, other breakable materials, and hazardous objects or materials are not permitted.
- ★ Alcoholic beverages are not permitted. The use of alcoholic beverages while playing may result in serious injury.
- ★ Do not pull or hang onto the fencing or nets.
- ★ Any injury occurring on the courts must be reported to FCRA staff immediately.
- ★ All players are welcome to join. If courts are full and 4 or more players are waiting, Court Courtesy takes effect.

Court Courtesy

- ★ Players will play two games, then vacate the courts allowing the next set of players to take the court.
 - ★ Players can then rejoin the queue.
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Drug-free Workplace

Category: General Policy
Policy Number: 2005
Full Policy Number: GDP-2005

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

It is the policy of the Fremont Community Recreation Authority (FCRA) to maintain a safe and healthy workplace that is free of the effects of drug abuse. This policy covers all employees while conducting FCRA business whether on or off the FCRA's premises and volunteers, members, vendors, and guests on the premises of the FCRA's facilities (including the Rec) or at FCRA related events or meetings. Violation of any part of this policy by an employee may result in corrective action, up to and including termination of employment.

Employees, volunteers, members, vendors, and guests of FCRA are prohibited from the use, sale, dispensing, distribution, possession, manufacture, or being under the influence of drugs that are illegal under any federal, state or local law, including marijuana, prescription drugs without a valid prescription, inhalants, or narcotic substances on the FCRA's premises, at FCRA events or while conducting FCRA business, whether on or off the FCRA's premises. In addition, employees are prohibited from the possession, use or sale of illegal drugs because such activities adversely affect job performance, job safety, or the FCRA's reputation in the community.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this Drug-Free Workplace Policy to intentionally misuse and/or abuse prescription medications.

Appropriate corrective action will be taken if job performance deteriorates, if the use of a substance prevents or is a contributing factor in causing the employee to not be able to fully perform their job, if accidents occur or if the employee constitutes a threat to the property or safety of the FCRA, co-workers or others.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If it will compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to take steps to avoid unsafe workplace practices.

Employees are required to notify the FCRA board or the Director within five calendar days should they receive a conviction for a violation of a criminal drug statute in the workplace or a conviction for operating a motor vehicle while under the influence.

Vendors will be subject to penalties that may include loss of contract for violation of this policy. Members and guests will be subject to being barred from FCRA activities, and volunteers will be subject to being removed from their positions and/or further participation with the FCRA.

Concussion Policy

Category: General Policy
Policy Number: 2006
Full Policy Number: GCP-2006

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

The FCRA is committed to the safety of all participants. While no sport is free of hazards, FCRA strives to maintain a safe and healthy space for athletes to engage in physical activity. An important part of that is understanding and monitoring for potential or suspected concussions. To minimize the dangers of concussions, and to comply with AB 2007, the following protocol is to be implemented. This will apply to all coaches, parents, athletes, staff and officials.

Per the CDC, a concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

The symptoms of a concussion can include:

- Headaches or a feeling of pressure in your head.
- Balance problems, dizziness, or lightheadedness.
- Nausea and vomiting.
- Confusion, trouble with concentration, and memory issues.
- Sensitivity to light and blurred or double vision.
- Emergency symptoms may include weakness in the arms or legs, slurred speech, and changes in behavior. If you experience these symptoms, it is important to seek medical attention

Suspected Concussion:

1. Stop play/participation.
2. Remove from activity.
3. Notify parents of the incident and symptoms.
4. Document incident on incident report.
5. Return to play.

The FCRA maintains a “when in doubt, sit them out” model as it relates to possible concussion or other potential injury. In accordance with CDC guidelines, “an athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day.”

If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion, the staff shall notify a parent or guardian of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.

Any athlete or participant shall not be permitted to return to any activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted

to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed healthcare provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

Parking Lot

Category: General Policy
Policy Number: 2007
Full Policy Number: GPL-2007

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

This ordinance is enacted through the FCRA pursuant to and in accordance with the authority and responsibility of said Board as provided in the Constitution of the State of Michigan, and Act 291 of the Michigan Public Acts of 1967, as amended. This ordinance and the Michigan Vehicle Code (MCL 257.1 et seq., MSA 9.1801 et seq.), as amended, are hereby adopted by reference.

All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered and be legally operable under the laws set forth by Michigan Legislation.

A vehicle that is not legally operable under Michigan law is deemed a disabled vehicle. A disabled vehicle on property owned or controlled by the FCRA must be reported to the FCRA staff. The disabled vehicle must be removed from the campus within 24 hours or is subject to towing at the owner's expense.

A vehicle must be fully and completely contained within the lines of a single designated space as delineated by service markings and must not obstruct traffic flow.

Occupying or preventing the use of more than one parking space constitutes double-parking and is prohibited.

If an area is not posted for parking, parking is prohibited unless approved by the Director. Prohibited parking areas include, but are not limited to:

- Parking in diagonal hashed-lines is prohibited (except designated two-wheeled vehicles)
- Parking in areas signed as a fire lane is prohibited
- Parking in coned spaces is prohibited
- Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from the Director.
- Employee parking areas or any space where double parking will occur
- The area directly in front of the garage doors (unless loading and unloading)
- Landscaped areas are restricted to pedestrian traffic only
- Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading areas or from

regular parking spaces. Loading zone regulations require compliance 24/7. Loading from prohibited parking areas is strictly prohibited.

- By parking on campus, the vehicle operator has agreed to abide by the rules and regulations of this policy and is subject to a parking violation and other penalties as outlined in this policy.
- Specially signed parking spaces require compliance 24/7.

Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows.

The FCRA reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all areas at any time to any vehicle on FCRA owned or controlled property (including but not limited to the Rec).

The FCRA reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle from FCRA owned or controlled property (including but not limited to the Rec).

The FCRA assumes no responsibility for loss or damage to vehicles driven or parked on the premises, or for the contents thereof.

The FCRA reserves the right to restrict the parking of any vehicle by any individual at any time on property owned or controlled by the FCRA.

Impoundment and Immobilization: Vehicles parked on property owned or controlled by the FCRA in violation of these regulations or any local, state, or federal ordinances, laws or statutes may be subject to impoundment or immobilization at the vehicle owner's expense. Impounded vehicles will be towed. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

Violations Subject to Impoundment: Violations subjecting a vehicle to immediate impoundment on property owned or controlled by the FCRA include:

1. Interfering with or impeding:
 - a. The flow of vehicular or pedestrian traffic
 - b. The use of facilities, buildings, loading areas, or dumpsters
 - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency
2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle
3. Parking in or blocking the use of an ADA reserved space or access aisle

without displayed authorization

4. Vehicles parked in violation of any section of this policy

Parking Violations - Contact Not Required: If a parking infraction is observed by staff and immediate contact is not possible or may jeopardize the safety of staff, a parking violation may be issued to the registered owner of the vehicle without contact at the time of the violation.

Owner Responsibility: Parking violations and fines will be issued to the registered owner of a non-permitted vehicle.

Employees must be parked in designated employee parking while working.

RVs, camper trailers, jet skis, boats, utility trailers, etc. may not be parked on the premises without the permission of the Director or his/her designee.

Inclement Weather

Category: General Policy
Policy Number: 2008
Full Policy Number: GIW-2008

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

The FCRA will ensure the Rec remains open during its normal operational hours whenever possible. The FCRA recognizes inclement weather and other emergencies can affect the ability to open for business and the FCRA employee's ability to get to work. The safety of our employees is paramount in any situation.

The Rec will be closed when the Director announces an official closing time. The Director will consider closure based on City closures and/or if the Police Department advises no travel.

The FCRA will be designated a warming shelter in most winter inclement weather situations, including in the event of a reduction of the Rec's operations due to weather.

Closures will be posted on Facebook (www.facebook.com/fremontcra) and in Connecteam.

Programs/Classes

- 1) The Rec may remain open; however, programs and classes may be canceled at the discretion of the Director or his/her designee. This does not apply to independent contractors and their programs.
 - 2) Attempts will be made to make up any classes or programs cancelled due to poor weather conditions, but makeups are not guaranteed.
 - 3) The FCRA is not obligated to make additional announcements or notification to participants.
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Activity Area Age Requirements

Category: General Policy
Policy Number: 2009
Full Policy Number: GAR-2009

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

The FCRA welcomes members and guests of all ages at the Rec. However there are more regulations in place for anyone who is a minor in the building.

Weight Room:

16 years and older without direct supervision,

13-15 with an adult on the premises with them,

All ages up to 13 are allowed in the weight room with direct adult supervision.

Pool: 9 years and younger and non-swimmers under 16 must be accompanied by a competent adult swimmer. No more than two swimmers under 9 or non-swimmers under 16 to each competent adult swimmer. The competent adult swimmer must actively supervise the swimmers under 9 and non-swimmers under 16.

Locker Rooms: Youth 6 years and older are required to use gender appropriate locker rooms/restrooms. Anyone uncomfortable with these options are welcome to use the Family/Universal Locker Room.

Please refer to policy 2003 and 2004 for usage rules and requirements.

Staff to Youth Participant Ratios

Category: General Policy
Policy Number: 2010
Full Policy Number: GSR-2010

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

It is important to have sufficient staff and volunteers in place to ensure the safety of children and to ensure these adults are suitable to undertake the tasks required.

Staff members shall never be alone with a single child or a group of children where he or she cannot be observed by others. When circumstances require a single staff member to be alone with a child, staff shall use high-traffic common areas that are completely visible and ensure that the staff member and child can be seen by others. See policy PAP-3010.

Ratios will be listed as A:B where (A) represents the number of adults required for every (B) number of youth present. For example, a ratio of 1:5 requires one staff member or adult for every five children. This staff to youth ratio applies to classes/programs where one of the staff members is in a supervisory position. Classes taught/overseen by independent contractors, coaches, etc. will require only a staff member over age 18 is present in the building.

Ratios:

Infant (6 weeks-14 months)	1:4
Toddler (15 months-23 months)	1:5
2 year old	1:8
3-5 years old	1:10
K-6th grade	1:12
7th-8th grade	1:14
Lifeguard	1:25 (children and adults combined)

Cash Handling

Category: General Policy

Policy Number:

Full Policy Number:

Date Established: 03/28/2025

Date Last Revised: 03/23/2026

See Policy PCH-3008.

Standard Revenue Split

Category: General Policy
Policy Number: 2012
Full Policy Number: GRS-2012

Date Established: 03/28/2025
Date Last Revised: 03/23/2026

Revenue sharing refers to the sharing of profits among different groups and the FCRA. This policy is to ensure the split has a pre-determined minimum standard unless otherwise agreed upon between an organization or independent contractor and the FCRA board or the Director.

A standard split of 60/40 will be applied to compensate organizations or independent contractors unless otherwise negotiated. Organizations/independent contractors will receive 60% of the net revenue received from program registration after all expenses have been paid. The remaining 40% is retained by the Fremont Community Recreation Authority to be added to general income to cover general expenses and operations. Each organization/contractor is required to sign a contract acknowledging the split and other agreements made and show proof of liability insurance.

Gift Acceptance

Category: General Policy
Policy Number: 2013
Full Policy Number: GGA-2013

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

Whereas the FCRA actively solicits gifts and grants to further the mission of the organization, there is the potential for controversy if certain gifts are accepted, therefore the organization has adopted the following policy.

When considering whether to accept gifts, the organization will consider the following factors:

- ★ Values
 - Whether the acceptance of the gift compromises any of the core values of the FCRA
- ★ Compatibility
 - Whether there is compatibility between the intent of the donor and the organization's use of the gift
- ★ Public Relations
 - Whether the acceptance of the gift damages the reputation of the FCRA
- ★ Primary Benefit
 - Whether the primary benefit is to the FCRA or the donor
- ★ Consistency
 - Whether acceptance of the gift is consistent with prior practice
- ★ Form of Gift
 - Whether the gift is offered in a form that the FCRA can use without incurring substantial expense or difficulty
- ★ Effect on Future Giving
 - Will the gift encourage or discourage future gifting

All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board in consultation with the Director. The primary consideration will be the impact of the gift on the organization.

Gifts directly to staff from members or participants to show gratitude shall not exceed a value of \$25.00 unless approved by the Director. This is to discourage any untoward actions or unwanted behaviors.

Sponsorships

Category: General Policy
Policy Number: 2014
Full Policy Number: GS-2014

Date Established: 03/28/2025
Date Last Revised: 03/08/2026

The FCRA may seek corporate or community partnerships to sponsor facility improvements, events and programs. Corporate or community sponsorships may include activities such as substantial monetary contributions to single events or programs. Corporate or community sponsors could be nonprofits, individuals, foundations, private businesses, or corporations. Sponsorship constitutes financial or in-kind support from an individual, foundation, nonprofit, corporation, or other entity, for a specific service, program, facility, asset, park or event in return for certain benefits.

This policy outlines the necessary steps and considerations for entering into and implementing sponsorship agreements.

The Director shall ensure that their department staff follow the procedure set forth in this policy. Compliance with this policy is the responsibility of all FCRA employees.

It is the policy of the FCRA Board to recognize that sponsorships can provide an effective means of generating additional resources to support facilities, programs and services. The FCRA Director may, to the extent practicable and allowable by law, enter into sponsorship agreements for programs, events or facilities from individuals, foundations, corporations, nonprofit organizations, or other entities.

This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

It is the FCRA's policy to provide sponsors with suitable acknowledgement of their financial or in-kind contribution. Sponsor recognition will be done in a way that minimizes impacts on patron's experience, visual qualities of the facility, or the intended outcomes of the program or event.

Corporate sponsorship agreements may exist in accordance with the guidelines and procedures set forth in this policy.

Corporate sponsorships must not detract from the mission and policies of the FCRA.

Corporate sponsorships will not result in any loss of the FCRA's jurisdiction or authority nor create an unreasonable future financial burden on the community.

In general, the following industries and products are not eligible for corporate sponsorships with the FCRA: companies whose business is substantially derived from the sale of alcohol, tobacco, marijuana, firearms, or pornography.

Sponsorship Proposal Considerations

Sponsorship proposals shall be evaluated by department staff using the attached Sponsor Assessment Tool and other considerations of the proposed sponsor, not limited to:

- ★ Products and services offered.
- ★ Record of involvement in the community and social issues.
- ★ Mission and values.
- ★ Rationale for partnering with the FCRA.
- ★ Future expectations.
- ★ Timeliness or readiness to enter into an agreement.
- ★ Impact on the public's ability to access and enjoy the facility, program or event.

Annual operating and maintenance costs of the proposed sponsorship shall not exceed 5% of the value of the sponsorship.

Sponsorship agreements that exceed \$20,000 in value shall be approved by the FCRA Board.

Sponsorship agreements not exceeding \$20,000 in value but more than \$1,000 in value may be approved by the Director and reported to the accountant.

Sponsorship agreements not exceeding \$1,000 in value may be accepted by the Director.

Recognition of a sponsor will not suggest in any way the endorsement of the sponsor's goods or services by the FCRA or any proprietary interest of the sponsor.

Staff will utilize the attached Sponsorship Proposal Assessment Tool prior to approval.

The form of any on-premise recognition will be of an appropriate size and color and shall minimize negative impacts on patron experience, the facility and open spaces surrounding facilities and comply with the City of Fremont zoning code and facility design and construction standards.

Sponsorship agreements shall be for a designated period of time, commensurate with the value of the sponsorship and the life of the facility or improvement being sponsored.

The FCRA may allow a form of recognition that's not attached to a facility or identified in a program or event. Other forms of sponsorship recognition that may be considered are:

- ★ Thank you letters.
- ★ Publicity through FCRA media channels such as the website, newsletters, media releases, social media posts and through the sponsor's newsletter, annual report and/or website.
- ★ Press conferences, photo ops, groundbreaking or ribbon cutting ceremonies.
- ★ Chamber or City acknowledgement at civic functions.

- ★ Commemorative items such as a framed picture or plaque.
- ★ Printed materials such as recreational program catalogs

See form FSA-4009 for Sponsorship Assessment.

A sponsorship agreement must be filled out between both parties once sponsorship is approved.
