

**Dover Parks and Recreation Commission  
Meeting of December 2, 2011  
Minutes**

P&R Commissioners In Attendance: Chris Boland, Rich Oasis, Peter Davies, Scott Seidman, Nancy Simms  
P&R Employees In Attendance: Jessica Cooney  
Others In Attendance: Jim Dawley (BOS), Andy Waugh (WC), Helena Swiny (Citizen)

**The meeting was called to order at 7:25am.**

**PRIOR MEETING MINUTES**

Minutes from 11/9/2011 and 11/18/2011 were not available.

**ACTION ITEMS FROM PREVIOUS MEETINGS**

**Concussion Testing Dates (March 14 and 21?) – Dave**

Dave confirmed with Dr. McGrath's office two dates for concussion baseline testing: 3/24/2012 and 3/31/2012. The testing will be conducted in the Chickering Computer Lab. Children aged 10 and up will be eligible. Dave has yet to identify exact times and fees.

**Injury Waiver Forms**

Completed. There is now one injury waiver statement for all P&R programs. It is included in both the online and paper registration processes. It has been reviewed and approved by town counsel.

**Code of Conduct – Coaches, Parents, Players – Dave and Jess**

Coaches' Code of Ethics – Need to add procedures to be followed when: the coach receives a complaint from a parent; an issue arises with assistant coaches; a player injury occurs requiring medical attention whether it's in the moment or at a subsequent time; an incident of unsportsman-like conduct occurs involving a player, a parent or a coach.

Parents' Code of Ethics - Need to add: (1) procedures to be followed when a parent has an issue with the coach (the first step is to discuss the issue directly with the coach without the child present and preferably face to face; if necessary, the second step is to discuss the issue with Dave or Jess); (2) a statement that parents adhere to the "24 hour rule" whereby a parent waits twenty-four hours after an incident occurs to discuss it with the coach; (3) a statement that the parent will never question the coaches' decisions regarding (a) game strategy, (b) playing time, and (c) player position; and (4) a statement similar to that in the Players' Code of Ethics that addresses the zero-tolerance policy with regard to disrespectful interactions with players, coaches, officials and fans

**Cheney Engineering Map updated to show the one possible wetlands area - Dave**

Jess said Dave told her that Cheney is working on identifying this one area and superimposing it on the topographical map they prepared earlier this fall. He hopes that Cheney will have this updated map available for our next meeting.

**Schedule Luke Legere to attend a December meeting - Rich**

It was agreed that prior to meeting with Mr. Legere, we would review the updated topographical map, evaluate site location options and host a public meeting to update all interested parties on recent developments regarding the project.

**Identify potential add-on modules for Sportsman software and incorporate in operating budget - Jess**

Jess reported that although there were several modules that would be useful, there was one particular that she would like to include in the next operating budget. This module would improve the client (parent) interface with the registration system in that after a client registers for any P&R program for the first time, the registration screen would self-fill for all subsequent registration

transactions, regardless of program or participant. Currently, this capability is available only from the P&R side of interface. Jess will get a concrete price quote for this module from our Sportsman account manager, George Lansman. = our contact there. Module so that from parents' end, registration information needs to be entered only once. Minimal cost. Survey monkey was \$300. P&R will send link to each program's participants to survey monkey.

#### **Update Policies & Procedures – Dave and Jess**

Online registration – Dave and Jess have concerns about converting to an all online registration process as of January 1, 2012. Many parents have said they are more comfortable with registering in person or through the mail. Most of these parents, but not all, are parents of small children who have not yet experienced the online registration process for any of the town's organized club sports activities. Registration for these sports clubs, with very few exceptions in certain programs only, is exclusively online. It was agreed that the registration process for winter and spring programs would continue to accommodate both online and paper registration formats and that "exclusive" online registration would commence with this summer's programs. Jess stressed the importance of being able to interact directly with clients and being able to accommodate clients on an exception basis. It was agreed that one of Dover's positive qualities is that it is small enough to accommodate special exception

#### **Long Range Plan for P&R – Commissioners, Dave, Jess**

**Mission** – Deferred until 12/16/2011

**Vision** - Deferred

**Objectives** - Deferred

**Program Growth Plan and Philosophy** – Underway. See discussion below.

**Staffing Plan** - Deferred

**Staff Job Descriptions** – Deferred until 12/16/2011

**Staff Evaluation Forms** – Deferred

**Thoughts on funding a Master Plan** - Deferred

#### **Create Parent Manager Handbook for middle school competitive sports programs – Dave, Jess**

Still in process.

#### **Evaluation Template for Programs, A-D – Peter**

Peter presented an excel template he prepared. Some of the information can be gleaned from the software. Jess can easily print data reports for each program off the software. This evaluation process will give us answers to a variety of questions.

#### **Letter to Caryl neighbors announcing where project currently stands – Chris, Dave**

Deferred until 12/16 meeting; may not be necessary if P&R hosts public meeting.

#### **Letter to Dover Patch announcing P&R's new office hours – Chris, Jess**

Draft letter is completed but will need to be revised to reflect change in online registration date. Subsequent work will be deferred until 12/16/2-11.

#### **Schedule Spring Field Allocation Meeting**

Propose Thursday, January 5, 2012 at 7:30pm. Dave will need to coordinate with spring sports clubs and Sherborn Recreation Commissioners.

#### **CAPITAL BUDGET COMMITTEE MEETING RECAP (11/22)**

Dave and Nancy met with CBC and presented our FY2013 capital budget request: \$20,000 for a small tractor and \$25,000 for tennis court maintenance. The existing small tractor will be six years old by the time it is replaced. It will be retained and used for spare parts. Both it and the proposed new tractor are made by John Deere. The warranty on the tennis courts requires regular maintenance including this proposed process. The cover material will be pulled up and the asphalt materials underneath will be inspected and repaired as necessary. Industry standards suggest this process costs \$4,000 per tennis court; we budgeted and extra \$4,000 as a contingency to address unexpected damage.

**DOVER-SHERBORN FIELD UPDATE**

No update.

**CPARC UPDATE**

Awaiting updated topographical map from Cheney Engineering.

**OPERATING BUDGET**

Defer to 12/16.

**LONG RANGE PLAN FOR PARKS AND RECREATION DEPARTMENT**

- **Online Registration** – Addressed above in Policies and Procedures discussion.
- **Surveys** – Survey Monkey will be used at the end of each program to collect participant feedback. Additional discussion was deferred.
- **Commissioners' Program Evaluations** – Addressed above in Evaluation Template for Programs discussion.

**ACTION ITEMS FOR NEXT MEETING**

1. Concussion Testing – Exact times and fee to be charged each participant – Dave.
2. Review Code of Ethics statements for Coaches, Players, Parents -- Commissioners.
3. Review Peter's Program Evaluation Template – Commissioners.
4. Reinforce with Cheney the importance of having the updated topographical map – Dave.
5. Revise as necessary P&R Department Job Descriptions – Dave with Jess and Kathy
6. Confirm spring field allocation meeting date with sports clubs and Sherborn Recreation Commissioners – Dave.

**AGENDA ITEMS FOR NEXT MEETING**

1. Wall mats for Caryl Gym
2. Approve Code of Ethics statements for Coaches, Players, Parents
3. Continue Program Evaluation
  - a. Approve template
  - b. Assign Program evaluation responsibilities to each commissioner
4. Review updated topographical map from Cheney
5. Evaluate P&R Department Mission Statement
6. Evaluate P&R Department Staff Job Descriptions

**The meeting was adjourned at 8:40am.**

Respectfully submitted,  
Nancy Simms, P&R Commissioner