

RECREATION DEPARTMENT POLICIES AND PROCEDURES

POLICY NAME: Recreation Department Definition and Duties

Policy No.: RRD11-100

Effective Date: 6/2011



1. Purpose:

- 1.1. The purpose of this policy and procedure is to provide the definition and duties of the Recreation Department.
- 1.2. The purpose and primary goal of the Rincon Recreation Department is to provide recreation programs, activities and opportunities to the Rincon Tribal community. These programs are to be developed for all ages and interests of the reservation as best can be provided within the constraints of the fiscal budget, and be consistent with the Recreation Department's Mission Statement:

"It is the mission of the Rincon Recreation Department to facilitate quality recreation programs and services that provide opportunities to improve the quality of life for all Tribal Members through culturally diverse events, sports programs and activities."

2. Responsibility:


- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

3. Policy:

- 3.1. The Recreation Manager is responsible for:
 - 3.1.1. conducting, coordinating and supervising Recreation staff and volunteers with the implementation of recreation programs, special events and sports activities;
 - 3.1.2. establishing and fostering relationships with Tribal groups and organizations to gain trust and interaction that develops mutual program interests and support;
 - 3.1.3. facilitating an array of life craft recreation programs that are supportive and reflective of the Luiseño culture and traditions;
 - 3.1.4. coordinating the use of recreation facilities, as well as implementing and adjusting policies and procedures for facility use (as needed);
 - 3.1.5. developing and implementing a comprehensive marketing and public relations plan for the Tribe that includes brochures, mailings, flyers/posters, electronic messages, handouts and promotional items;

- 3.1.6. periodically surveying the Tribal community to gain insight and input as to the types of recreations programs, activities and events the Tribal community would like to see provided;
 - 3.1.7. coordinating and interacting with other departments in support of Department and Tribal Administration operations, and community-wide special events;
 - 3.1.8. developing and overseeing the Recreation Department's policies and procedures for the proper operation and function of the Recreation Department and sports facilities;
 - 3.1.9. developing and maintaining equipment and supply inventory lists that are reviewed and updated annually;
 - 3.1.10. establishing partnerships with outside organizations that benefit the health and wellness of the Tribal community through expanded recreational opportunities;
 - 3.1.11. working with other Tribal Departments for the maintenance, repair and safety improvements of Tribal sports facilities and equipment to include, but not limited to Fiesta Park, the Rincon Sports Complex, the basketball court, the play equipment/apparatus and utility outlets servicing the Rincon sports and park facilities to ensure a safe environment exists for the Tribal Membership; and
 - 3.1.12. developing and maintaining the Recreation Department annual budget as required by the Tribal Council and/or Tribal Administrator.
- 3.2. The Recreation Coordinator is responsible for:
- 3.2.1. assisting in the administration and operations including policy development of the Recreation Department;
 - 3.2.2. developing, promoting and organizing a variety of recreation programs, activities, cultural programs and community-based special events;
 - 3.2.3. providing "hands-on" supervision of activities and events. Interacts and participates with youth in games, sports tournaments and events both active and passive in nature and design.
 - 3.2.4. working with Tribal Members and Tribal organizations to help determine recreational interests and needs;
 - 3.2.5. maintaining inventories of materials, equipment and supplies, and submits purchase requisitions for replacement or the purchasing of new supplies when needed;
 - 3.2.6. assisting in the preparation of brochures, flyers, posters and letters promoting Recreation Department programs and activities;
 - 3.2.7. transporting local children and adults (when required) to special events, utilizing company vehicles;
 - 3.2.8. supervising, monitoring and assuming responsibility of all under-age children that participate in approved recreation activities;

- 3.2.9. responding to requests for information from Rincon Tribal officials, employees, Tribal Members, and the Rincon Government staff;
- 3.2.10. supports Recreation Department policies and procedures to ensure recreation facilities are maintained and used per approved policy in order to provide a safe, clean, and appropriate environment for recreation activities; and
- 3.2.11. performing other duties as required.

Approved: <u></u>	Date: <u>7-25-11</u>
Director of Tribal Administration	
Effective Date: <u>7-25-11</u>	Approved Date: <u>7-25-11</u>