



**Swanton Recreations Comprehensive Park Maintenance and Operations
Plan**

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Purpose and Scope

Welcome to Swanton Recreation Commission, a department of the Town of Swanton. This Comprehensive Park Maintenance and Operations Plan is intended for use by employees, volunteers and administrative staff as a source of important information about operations of Swanton Recreation Commission.

The purpose of this manual is two-fold:

1. To provide each employee or volunteer with a learning tool which will guide them in doing an effective and efficient job
2. To provide all personnel with a guide of interpreting policies and procedures related to the delivery of services with parks and facilities managed by Swanton Recreation Commission.

Upon complete review, employees or volunteers will sign compliance statements attesting to understanding the material and will be held accountable to all policies and procedures outlined within this document.

Department Mission, Vision and Leadership Philosophy

Vision Statement

To be a leader in building a community connected to active lifestyles and one another.

Mission Statement

Our mission is to develop diverse, affordable, recreational programs and activities for the community, in a safe and welcoming environment.

Leadership Philosophy

Swanton Recreation's Leadership Team is a group of dedicated professionals who value honesty, integrity, respect, trust and diversity as their core values, utilizing these as well as thorough and timely communication procedures and positive leadership to propel the organization forward to fulfill our vision and mission.

Executive Summary

Swanton Recreation Commission consists on 2 Full time Employees, Executive Director and the Athletic Director, Operations/Facility Manager, as well as 15 part time/seasonal staff who manage the operations of programs and facilities located on the Swanton Recreation Campus located at 16 Jewett St, Swanton Vermont, as well as community events in Swanton.

The department has a budget of \$212,502.00 annually (2023) with a capital improvement budget of \$5000.00

Swanton Recreation Commission also oversees key volunteer programs that support community engagement. Recreational facility management, leisure program development and implementation are offered by the Swanton Recreation Leadership team. As well as support services such as business operations, administrative secretarial support, marketing and information, planning, special projects, reservations for department managed facilities, and resource development are also services provided by the leadership team. Swanton Recreations leadership team is also dedicated to the empowerment of youth, youth leadership development and youth informational resource programs.

Park Description

Swanton Recreation is a 14.5 acre campus, located at 16 Jewett St in the core of Swanton Village.

The John R Raleigh Memorial Fields at Swanton Recreation are three little league fields that transition into mixed used field space in the off season, a lower mixed used field, outdoor basketball court, community gardens, two batting cages, a mixed use community space, conference room and concession stand.

Facility Maintenance Standards

| Maintenance Task | Frequency |
|---|--|
| Overall | Park Inspection completed monthly |
| Basketball Court | |
| Line Painting | Biannually, or as needed |
| Net Inspection | 1/month |
| Bleachers/Seating | |
| Pressure Wash | As needed |
| Inspect | 1/year, Spring |
| Community Garden | |
| Inspect | 2/year Spring, Fall |
| Drinking Fountain | |
| Clean | 1/week |
| Inspect | 1/month |
| Dug Outs | |
| Clean (Sweep) | Peak(Daily, Off Season(as needed) |
| Paint | As needed |
| Garage/Mixed Use Community Room | |
| Organized/Clean | Weekly |
| Sweep | Peak (Daily) Off season(weekly) |
| Landscape Maintenance (Memorial Garden) | |
| Prune | 2/year, early Spring, Summer(dependent on species) |
| Inspect for Disease/Insects | 1/month, -May-October |
| Weed | 1/month, May-October |
| Flowers/plants | Plant early Spring |

| | |
|-----------------------------|--|
| Mulch | Early Spring |
| Litter | |
| Grounds Inspection | Daily |
| Empty Outdoor trash bins | Weekly |
| Clean Outdoor trash bins | Peak, weekly Off Season, Monthly, Receptacles away by Nov 1 |
| Inside trash/recycle | Weekly, or as needed |
| Park Benches/ Picnic Tables | |
| Inspect | 1/month |
| Clean/wipe/disinfect | Weekly, or as needed |
| Pressure Wash | 2/year |
| Paint/Stain/Sand | 1/year |
| Parking Lot | |
| Repair | 1/year, early spring, Repair as necessary with conditions |
| Playground | |
| Inspect | 1/month |
| Clean/disinfect | 2/year |
| Restrooms | |
| Clean (Peak-Season) | 1/day, May-October |
| Clean(Off Season) | 3-5/week, November - April |
| Turf/ Fields | |
| Aerate | 2/year, April - October |
| Fertilize | 2/year April- October |
| Mow | 1/week April-October Non Playing areas 2-3/week May-September- Playing area |
| Weed Control/Chemical | 2/year, or as needed |

| | |
|----------------------------|---|
| Weed Trimming | 1/week April-October-Non Playing areas 2/week May-September- Playing areas |
| Park/Open Grounds | |
| Mow/Trim | 1/week April- October |
| Pest Control | 1/month- subcontracted |
| | PEST MANAGEMENT- (seasonal) Best Choice Pest Control James Bushey- 625 Messer Rd Franklin VT 802-782-9708 bushey45@franklinvt.net |
| Storage Shed (Garden) | |
| Organize/Clean | 2/year, Spring and Fall |
| Paint | As needed |
| Storage Shed (Maintenance) | |
| Organize | 2/year, Spring and Fall |
| Paint | As needed |
| Storage Shed (Rental) | |
| Inspect equipment | 2/year, Spring and Fall, Inspect equipment as used |
| Organize/Clean | 2/year, Spring and Fall |
| Paint | As needed |

Park Maintenance Standards and Operating Procedures

Maintenance of all items listed below includes all standards of performance, which help guide staff members and volunteers to the level of performance expected in the performance of all maintenance duties. This will allow for consistent, high quality customer service.

Athletic Fields

The primary focus of athletic field maintenance is to maintain and ensure safe and uniform playing conditions. Maintenance is scheduled with a close eye on field wear and unsafe playing conditions throughout the scheduled sports year.

Top-dressing, rolling, and reseeding are performed as needed, with standards identified by the facility/operations manager. Fertilization and weed/fungus control are scheduled for all game fields as needed. Insect/pest control is scheduled through an outside vendor. Practice fields are not maintained as intensively, but must still provide a safe playing surface. A field may be totally rehabbed if it is deemed to be in unplayable or unsafe condition. "Field resting" (full field renovations) should preferably occur in the fall.

Peak season maintenance

- All fields with lines painted in grass are marked once per week with 4" white lines, applied with a paint sprayer machine. Paint is diluted with water in a ratio of 50/50, this will ensure that lines painted are visible for referees/umpires. Strings are pulled to assure straight lines. (Paint sprayer must be immediately cleaned after use)
- All infields are marked day of game with 4" lines of white marking lime, applied with a drop line marker.
- All divots and hole are fully filled and tamped
- Check all batters boxes so they match existing infield grades or infield soils.
- Non playing surfaces are mowed at least once a week
- Playing surfaces may be mowed up to 3 times a week during the peak growing season, (May-August) and once per week in the cool growing season (April, September, October)
- Grass is edged, with unwanted vegetation removed from the warning track and skinned infields once per month on playing fields
- All goals are securely anchored, nets fully attached and goal posts straight
- All damaged nets, base anchors, toe plates and home plates are replaced as needed if safety or functionally is compromised
- Infield lips are removed prior to start of spring practices to facilitate smooth transitions from skinned infield to outfield grass
- All playing surfaces are aerated 2x per year

- All playing fields are scheduled for applications of fertilizer herbicide, pesticide or fungicide treatment annually.

Basketball Courts

- Basketball courts are swept and power washed as necessary.
- Nets are inspected and replaced as needed
- Surfaces are cracked, filled when conditions warrant, and re-sealed approximately once every 10 years, if funding is available. For maximum effectiveness, crack filling can only be performed during warm month
- Lines are repainted biannually or as need, if funding is available

Drinking Fountains

- Drinking fountain is available from May-October
- Facilities Maintenance staff are responsible for the draining and winterizing fountains
- Drinking fountains are cleaned once each week and as needed before any scheduled activity, to include cleaning, disinfecting all parts, removing any contaminants and trash or debris that are at or around the area

Dug Outs

All Dug Outs shall be barrier free to all patrons and conform to all ADA standards, and be safe, clean and inviting.

- Routine cleaning includes, sweeping, raking around perimeter of the shelter, making sure the area is free of trash and debris
- Inspection of benches and structure should happen annually

Equipment

The purpose of this section is to ensure that all equipment care and use is handled in a professional manner. Equipment is to be properly maintained to manufacturer's specs.

- Owners manuals are kept on file, so that operators can familiarize themselves with proper use of equipment.
- Operators should understand equipment proper functions and limitations, as well as operators safety and the safety of others around you while equipment is in use.
- Make sure to keep all shield safety devices and warning decals in place.
- Operators must use the appropriate Personal Protective Equipment (PPE) while using equipment
- Each piece of equipment will have a maintenance log and a recommended maintenance schedule.

- Routine maintenance shall include: Inspection of all fluids, lubricants and grease fittings. Make sure to fill or add any necessary items
- ANNUAL MANUFACTURERS RECOMMENDED MAINTENANCE (NOV-DEC):
John Deere Tractor, John Deere Lawn Mower, X-Mark Zero Turn, Chainsaw, Weedwacker, Paint liner

Gates/Fences/Bollards

Our goal is to provide and maintain appealing and functional gate/fences/bollards at the Swanton Recreation campus, which restrict access to vehicles, therefore potentially reducing vandalism while increasing safety for all patrons. To do this, gates/fences/bollards are inspected on a routine basis.

- Gates/Fences/Bollards are inspected to check stability, broken equipment, damages, and/or vandalism. If such problems are noted, repair or replacement are scheduled.

Parking Areas

Our goal is to provide clean, safe, and accessible parking for the public to use. To do this, parking areas are cleaned of any trash on a routine basis and prior to any community event.

Routine maintenance includes:

- Emptying trash cans, and cleaning them as needed.
- Annual grading to maintain a smooth surface

Restrooms

Our goal is to provide clean, sanitary, appealing and well-supplied restrooms for the public to use while on campus. To do this, restroom cleaning is performed on a routine basis.

Routine cleaning should include:

- Sweeping the floor and behind the floors, removing cobwebs, sanitizing all surfaces and washing the floors.
- If toilet or sinks are clogged and can be unclogged by plunging than facilities staff shall do so, if it is an issue beyond plunging outside contractor will be called
- All restrooms should be stocked with toilet paper, paper towels, hand soap, basket of feminine hygiene products, (Peak season; bug spray/sunscreen)

Restrooms must also be inspected for; properly functioning plumbing and electrical systems

Sidewalks/Walkways

Sidewalks and walkways may be constructed of concrete, asphalt or natural materials such as stone. They should be barrier free and conform to all ADA standards where feasible. Routine maintenance is done annually, or as needed.

Signs

Our goal is to provide attractive, consistent and correct informational signage throughout the campus.

- Signs are checked annually for stability, damage or vandalism.
- Repairs, graffiti removal and/or painting are to be completed within 5 days when feasible

Trash Cans and Litter

Park should have adequate, clean trash cans for the public to use. Trash cans are provided at all entrances, near all restrooms, concession stand, parking lot and playground. Trash is picked up within the park and trash cans are emptied and cleaned on a routine basis during peak season.

- Routine maintenance includes: Removal of trash from cans on a weekly basis (peak season May-September) or as needed for larger volume crowds
- Trash cans are cleaned with a cleaner, such as Simple Green on a bi-weekly basis
- Daily inspection for loose litter in all park areas
- Staff members are provided gloves and other PPE needed for picking up trash. Appropriate hand washing shall be completed after completing trash collection
- Sharps shall be placed in appropriate containers for disposal. All incidents involved with disposing any needles should be reported to the director

Snow Removal

Beginning in October of each year, snow equipment is thoroughly checked and all repairs and maintenance completed.

- Snow is to be removed from upper parking area located off of Jewett St, creating parking access for staff as well as handicapped patrons
- Snow is to be removed from the walkways around the building and in front of the restrooms

Recreational Equipment/Supplies

Division-Specific Inventories

- Non-consumable equipment (including equipment with electric powered motors) with a value of \$100 or more shall be inventoried by all the departments twice per year, by March 31 and September 30.
- Swanton Recreation Commission gasoline powered equipment shall be inventoried once per year, by December 31.
- Director identifies a key staff member who is responsible for completing inventory.
- All serial numbers, make and model numbers, license plate number (if applicable) date of purchase, purchase price, etc. shall be recorded on the appropriate inventory form.

Consumable Inventories

- Consumable inventories are required by department staff by November 31.
- Consumable items are generally less than \$100 in cost, and are used in a timely manner. Examples of consumable items include paints, lumber, metal fasteners, gloves, food items, small give-away department logo items designed for youth service programs, etc.

ANNUAL SUPPLIES/MATERIAL INSPECTION/ INVENTORY (AUG/SEP)

Baseball
Soccer
Basketball
Field Hockey
Tools
Tables
Chairs
Rental equipment

FACILITY OPERATIONS

Opening of Facilities

- Staff members are expected to report no later than 15 minutes before their scheduled starting time.
- Staff should disarm the alarm system, if applicable, and unlock all doors as directed, especially the fire exits.
- The employee will turn on the interior lights and, if appropriate, turn off exterior lights.
- The bathrooms must be checked, making sure they are unlocked, clean and in working order.
- Facility should be checked for minor repairs, such as broken locks on doors or burned out lights, especially exit and exterior lights.
- The employee should report any needed repairs to the appropriate department immediately so they have time to respond before the end of their work day.
- Employees are responsible for minor clean up inside and outside the facility, such as trash, glass, grass on sidewalks, etc.
- If applicable, staff should check the answering machine for any messages.
- Staff assigned to facilities and areas that contain playground equipment should perform an inspection of the equipment after the facility inspection. Any damaged or vandalized equipment should be reported to your supervisor immediately. Children should not be allowed on playground equipment that is damaged or broken.

Closing of Facilities

- Employees should begin by touring the inside of the building, checking all restrooms and making sure all windows and doors are locked and all participants and visitors have left the building.
- Staff should place all equipment in its proper place, lock all doors, and turn off all lights, with the exception of security lighting.
- If applicable, the security system needs to be enabled. Be sure to recheck the door(s) to make sure it is locked.

Emergency Facility Closing

- After an accident or incident only the supervisor, Executive Director, or Board Chair will be responsible for determining whether the center will be closed.

If that decision is made, proceed with the following:

- Call any persons or organizations that were scheduled to use the facility and advise them of the closing.
- Post a sign stating “This center has been closed and will reopen at (give time/date). Call 802-868-2493 for further information.”

Inclement Weather Procedure:

- Director will make a decision by 10:00 a.m. if community recreation centers will be open for activities from 1:00 - 5:00 p.m., this is considered for special snow day hours of operation.

A decision will be made by 4:00 p.m. if the evening activities will be held or rescheduled.

- The Athletic Coordinator/Outdoor Recreation Coordinator will consult with the Executive Director and a decision will be made by 3:00 p.m. if their activities will take place for the evening.

Directors will handle the responsibility of corresponding with the public unavailable.

Directors will contact staff regarding whether or not to report to work. Directors will also contact clubs, organizations, and rentals if facilities will not be open.

Facility and Equipment

- When opening the facility, employees should check the playground area for damaged equipment. If damage is found, staff should report it immediately.
- Employees should check the area immediately surrounding the building for glass and trash. Clean up what can be done and call for assistance if it's too extensive for one individual to complete.
- Staff should check outside lights and report any not in working order.

- All equipment including game tables, furnishings, and any other equipment used on a daily basis, should be routinely checked and reported if any damage is found.

Facility Cleaning Reports,

- These reports should be submitted weekly along with the time sheets. Please make sure reports are signed daily and dated.

Burglary and Vandalism Procedures

- In case of burglary at a facility, staff should call the police immediately and indicate the locations of entry.
- Employees should not enter the facility until the police arrive.
- Staff should list any missing items on the form provided for this purpose. The form must be completed in its entirety to ensure that an accurate assessment of damages can be reported to the police.
- Staff should give the police an accurate detailed account of missing items. Upon completion of the report, staff should always ask the police for a copy of the official police report.
- A copy of the report and the police report must be submitted to the supervisor with copies of these reports staying on file at the facility as well.

Building or Property Damage

- Employees should immediately report building damage such as broken doors or windows.
- In case the building cannot be properly secured during work hours, staff should contact Facility Operations Manager at 868-2493, informing them of the situation so that they can send someone to secure the facility. In this case, staff must stay in the building until work is completed.
- The supervisor must be contacted to assess the safety of having participants in the facility.

Keys and Locks

- It is important that all offices, recreation facilities and storage locations are locked at the end of each business day.
- Facility access is restricted through the issuance of a very limited number of keys; appropriate staff are given keys to access locations within their span of control.
- Keys should not be loaned to anyone else.
- Keys are issued by the Board Chair and/or Executive Director or his/her designee, and are logged within a journal to manage key issuance.

- Staff issued keys are responsible for their safekeeping; lost keys may require out-of-pocket expenditures to re-key areas where security has been compromised.
- Likewise, keys issued to customers must also be appropriately logged.
- At many parks, bollards or chains block vehicle access. Park gates and bollards are to be locked each time a vehicle/employee enters or exits the facility, to restrict access by non-authorized users.

Substantial damage may occur if people drive vehicles on athletic fields, or drive near places children are present, such as playgrounds.

Recreation Facility shall be appropriately locked, with all security systems activated when closing the facility each day.

Alert your supervisor if locks are cut or missing, or if you cannot appropriately secure a location.

By assigning responsibility for securing our buildings, parks, and storage areas, we are proactive in protecting valuable equipment, tools, vehicles, and supplies.

Facility Rental/Use of Areas Recreation:

- Persons wishing to make a reservation for a rental using a credit card, check or cash can only do so in person or via telephone at the Main Office.
- All persons interested in using recreational areas will be required to sign a facility use agreement

Permit Requirements/Application Procedure

- Assembly Permits
 - Assembly Permits are necessary if the event is to have an excess of 2000 patrons. The applicant must contact Swanton Recreation Office to reserve the location and obtain written approval to apply for the Assembly Permit Application.
 - Permit must applied for through the Vermont State Police, <https://vsp.vermont.gov/permit/assembly>
 - Copies of the approved applications are provided to the municipality, as well as Swanton Recreation Office

- Alcohol Permits-
 - The serving and consumption of alcohol is prohibited on municipal owned property in Swanton without a permit. Applicants must obtain a permit from the Village of Swanton. There is a \$100 fee for the permit. Once the form is completed by the applicant and fee is paid, the form is submitted for routing within the Parks Department, with the final signature within the department by the Director.
 - The application is then routed to the Village Manager for the final approval. Attached to the fees to rent the facility where the alcohol will be served is a refundable damage deposit; fee varies depending upon whether an indoor or outdoor facility is being used.
 - Copies of both the village and state permits must be provided to the Parks Department at least 5 days prior to the event and must be posted on the day of the event.
 - Events which do not have the proper permits will not be permitted to take place.

Youth Athletics Operation

Spring Season (Cross Country, Little League- Operated by Northwest Little League)

Swanton Recreation host registration for spring season athletics registration utilizing the online MyRec system

- Cross Country
 - Solicit and screen Volunteer Coaches
 - Provide coaches with Volunteer Coach Handbook, as well as Volunteer Coach Commitment
 - Provide rosters and equipment as necessary
 - Purchase uniforms accordingly
 - Schedule practice time and location
- Little League
 - Provide Northwest Little League with registration services utilizing the online MyRec system
 - Manage practice schedule for John Raleigh Memorial Ball Fields 1,2,3
 - Prep fields daily for competitions,
 - Swanton Recreation management present at all competitions
 - Snack bar oversight, fan management
 - Implements practice schedule w/ coaches
 - Pay annual Little League charter dues
 - Purchase baseball/softballs, scorebooks, uniforms annually
 - Supply umpire bags daily

Little League Game Day Responsibilities

Dragging the field:

- Drag behind tractor drag is very heavy, for use behind John Deere lawn mower.
- Smaller hand drag available while walking.
- Leave 2-3 feet between where you drag and the edges of the field. When you get the field dragged, the edges should be raked in towards the middle of the field and not back and forth.

Lining the field:

- FOUL LINES/OUT OF PLAY LINES
 - Paint sprayer is used to line the foul and out of play lines on the grass.
 - Use the rope on the spool to ensure lines are straight.
 - ****It is very important to flush at least 3 gallons through it before and after using. Check/clean nozzle before and after***

- Paint is 5 gallon buckets. Always a 50/50 mixture, with water
- OTHER LINES
 - Lime is used to create other lines. It is located in the two green trash bins in the garage.(Available at SLC, at end of road, stop in office for further direction)
 - Using chalk liner, Fill $\frac{3}{4}$ of the way (* If there is too much, it will not distribute the chalk)
 - Wooden frame is used to line the batters boxes.
 - Catcher's box extends off of the outside lines of each batter's box approximately 6 feet.
 - Runner's lane on the first base side. 3 feet in width starting half way down the base path and it will extend to first base.
 - Semi-circle cut out that is behind home plate.
 - Pitchers circle which is an 8 foot circumference around the pitcher's mound.

ALL STAR TOURNAMENT GAMES.

- Cover fence behind home plate with mesh, to prevent player distractions from spectators.
- Little League Flag Display on North facing roof of garage
- Erect canopy behind home plate for moderator and score table and chairs.
- Portable PA/ Microphone, extension cord to softball batting cage.
- Scoreboard box
- NWLL bin containing game balls, first aid med box, cooler with refreshments for umpire and volunteers

Fall Season (Soccer, Field Hockey, Football)

Swanton Recreation host registration for fall season athletics registration utilizing the online MyRec system

- Soccer
 - Solicit and screen Volunteer Coaches
 - Provide coaches with Volunteer Coach Handbook, as well as Volunteer Coach Commitment
 - Provide rosters and equipment as necessary
 - Purchase uniforms accordingly
 - Schedule practice/game time and location
- Field Hockey
 - Solicit and screen Volunteer Coaches
 - Provide coaches with Volunteer Coach Handbook, as well as Volunteer Coach Commitment
 - Provide rosters and equipment as necessary
 - Purchase uniforms accordingly

- Schedule practice time and location
- Football
 - Solicit and screen Volunteer Coaches
 - Provide coaches with Volunteer Coach Handbook, as well as Volunteer Coach Commitment
 - Provide rosters and equipment as necessary
 - Purchase uniforms accordingly
 - Schedule practice time and location
 - Works with NVYFL for game schedules

Winter (Basketball)

Swanton Recreation host registration for winter season athletics registration utilizing the online MyRec system

- Basketball
 - Solicit and screen Volunteer Coaches
 - Provide coaches with Volunteer Coach Handbook, as well as Volunteer Coach Commitment
 - Provide rosters and equipment as necessary
 - Purchase uniforms accordingly
 - Schedule practice time and location w/ availability from Swanton Elementary and MVUHS

Training Resources for Youth Athletic Coaches,

HEADS UP to Youth Sports: Online Training for Coaches

<https://www.train.org/cdctrain/course/1089818/details>


Addenda

Compliance Statement


Event Planning at Swanton Rec

 EVENTS INFORMATION

Incident Form

 Incident report


Facility Use Agreement

 DRAFT Field use agreement 2024

Recreational Asset Maintenance and Inspection Form

 RECREATIONAL ASSET MAINTENANCE INSPECTION FORM


Park/Facility cleaning Checklist

 Swanton Recreation Cleaning Checklist:


Risk Management Manual

 DRAFT- RISK MANAGEMENT

Summer Camp Staff Manual

 Summer Camp STAFF Manual

Volunteer Service Statement & Agreement

 Volunteer Agreement- UPDATE 10/23

Volunteer Coaches Commitment

 Volunteer Coaching Contract- UPDATE 10/23

Volunteer Coaches Handbook- working DRAFT