



Administrative Policy Manual

Effective & Updated 4/20/23

**PARKS &
RECREATION
DEPARTMENT**



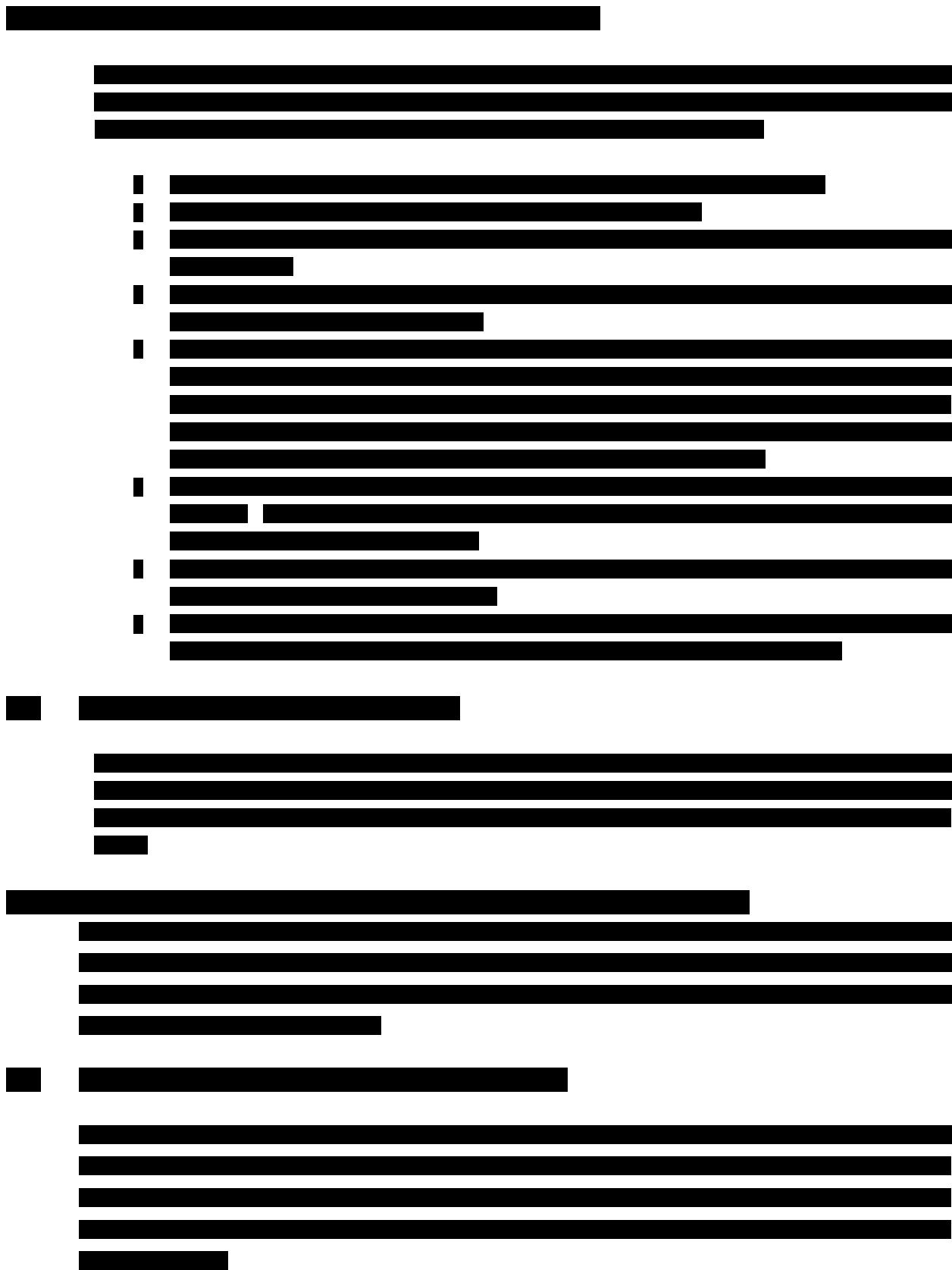
The Administrative Policies and Procedures Manual has been reviewed and approved by the Parks and Recreation Director on this 20 day of APRIL in 2023.



Bryan Nipe, Director

Table of Contents

1.0	Agency Authority, Role, and Responsibility	2
2.0	Planning	7
3.0	Organization and Administration	11
4.0	Human Resources	19
5.0	Financial Management	27
6.0	Program and Services Management	39
7.0	Facility and Land Use Management	44
8.0	Public Safety, Law Enforcement, and Security	49
9.0	Risk Management	53
10.0	Evaluation, Assessment, and Research	55



6.5.1 Concussion Protocol Standard

The Parks and Recreation department implements the following Concussion Protocol Policy to ensure the safety of department program participants from the dangers and health risks associated with sports related concussions and head injuries.

Concussion Definition

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

Signs of a Concussion Observed by Others

- Dazed or stunned appearance
- Confusion
- Forgetfulness
- Unsure of answers to basic questions
- Loss of consciousness (even brief)
- Mood, behavior, personality changes
- Trouble remembering events prior to hit/fall

Symptoms Reported by the Individual

- Headache
- Nausea/vomiting
- Balance issues/dizziness
- Doubled/blurry vision
- Light sensitivity
- Feeling sluggish, hazy, foggy, or groggy
- Memory/concentration problems
- Confusion
- Feeling "off" or "down"

Policy Education

Program participants and parents of youth program participants will be provided a copy of this policy and procedure prior to the start of the program. This policy will also be posted on the department's website. A link will also be provided to the Center for Disease Control and Prevention (CDC) Heads Up information website for program participants and parents of youth program participants to easily access more information on concussions. Department staff will be required to complete the Heads-Up online training program on an annual basis.

Suspected Concussion Procedures

- Any participant exhibiting the signs, symptoms, or behaviors provided above associated with a concussion or head injury:
 - Will be immediately removed from the activity/game.

- Will not be allowed to participate in the activity/game again until cleared by an appropriate health care professional.
- An injured youth participant's parent/guardian should be immediately notified of the suspected concussion or head injury so they can seek proper medical treatment for their child.
- Staff will complete a City Incident Report detailing the events surrounding, leading up to, and following the head injury.
- Written clearance from an appropriate health care professional will be required prior to the participant being allowed to participate in the program again.

Contracted Partner Programmers

The department may utilize several contracted partner programmers to provide youth athletic programming/sports. To ensure proper focus is provided on concussion and head injury risks, all programmer contracts will contain the following language, to provide proper guidance to state of Florida statutes regarding private, non-governmental entities that organize, operate, or coordinate a youth athletic team/program.

"Contractor is required to fully adhere to Florida Statute 943.0438 regarding rules surrounding athletic coaches for independent sanctioning authorities

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display Statute&Search_String=&URL=0900-0999/0943/Sections/0943.0438.html ."