

6000 BUSINESS POLICIES AND REGULATIONS OF PARK DISTRICT

6001 CONFLICTING INTEREST

The Park District's success and reputation are dependent upon and entrusted to the honesty, integrity and ethical standards of its employees. Each action taken by an employee in the course of his/her employment should be motivated solely by his/her employer's best interest and not influenced by his/her self-interest.

6002 PURCHASING GUIDELINES FOR DISTRICT AND DIRECTOR

1. The Effingham Park District is governed by the State of Illinois Statutes which specifically say:
"To acquire by gift, bequest, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$20,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding, such as contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness, contracts for utility services such as water, light, heat, telephone or telegraph and contracts for the purchase of magazines, books, periodicals, pamphlets and reports excepting where funds are expended in an emergency and such emergency expenditure is approved by a majority of the members of the Board."

(Dollar Amount Approved 03/06/08)

2. All purchasing must be routed through the purchasing agent or the Director of the Park District, regardless of the nature of the purchase.
3. All purchases of materials, supplies, equipment and contractual services involving an expenditure of more than \$20,000 shall be made by means of competitive sealed bids. Request to purchase items not obtained by competitive bidding may be granted in advance by the Board.
(Dollar Amount Approved 03/06/08)
4. All items to be secured by sealed bids must be advertised for the proper interval of time. Normally speaking two weeks is the standard time given to suppliers to prepare bids; however, this is not mandatory for simple items. For large items, such as buildings and structures, which require involved computations, this time shall be appropriately lengthened as necessary.
5. In cases of emergency (the definition of emergency to be those situations likely to involve the health or safety of park users) which call for immediate correction, the staff shall proceed to employ persons or firms to do the necessary work; however, within forty-eight (48) hours such person or firms shall furnish summation of the work accomplished and state the basis on which it was done.

6003 DESTROYING OF RECORDS

It shall be the policy of the Park Board that administrators be authorized to destroy canceled checks and paid invoices in excess of 10 years of age and contracts as recommended by the Director. Final permission of destruction of records or documents rest with Local Records Commission.

6004 USE OF PARK DISTRICT VEHICLES

1. Because of the scope of the job, a vehicle shall be provided to the Director and can be used at any time within the Park District limits. Also if Park District business requires the Director to leave the District's boundaries, the vehicle may be used.
2. All vehicles assigned to other park employees shall be used only in the conduction of Park district business either within or outside Park District boundaries.

6005 CAR ALLOWANCE

Reimbursement for the use of private cars shall be under classification established by the Director and approved by the Park Board.

6006 TRAVEL ALLOWANCE

1. Any employee traveling in the interest of the Department must first receive authorization for the expenditures.

2. It shall be a standard procedure for the employee to complete a travel expense form after the trip has been completed. The form shall include total mileage and the authorized area or city.

6007 LOAN OF PORTABLE EQUIPMENT

1. It shall be the policy of the Board to loan equipment, such as portable benches, tables and bleachers, etc., to other tax-receiving or non-profit agencies if, in the opinion of the Director of Parks, the loan in no way will interfere with the operation of park and recreation functions.

Borrowing agencies shall furnish all qualified transportation and labor necessary for the dismantling, erection and return to the designated site or storage area of the Park District. It shall be required that some responsible person representing the agency sign for the equipment, obligating himself/herself to return it in good condition or to replace any material lost or damaged while in that agency's custody.

2. Other groups or individuals who desire to use loanable equipment must receive approval from the Park District Director. If approved, a rental fee established by the Director may be charged.

6008 ANNEXATION OF PROPERTY

Due to a mutual agreement with the City of Effingham, any property which becomes part of the City of Effingham shall also be required to become part of the Effingham Park district, as long as all legal requirements are met and accomplished within the described time range.

Up to a year after annexation by the City property can be picked up by the Park District. If more than a year's time has elapsed after the city's

annexation, the Park District, by law, shall not be able to annex that parcel of property involved by the means previously described.

All property to be annexed by the District must be adjacent to an existing piece of Park District real estate. It shall be the practice of the Park District to ask the District's attorney to handle all legal affairs in regards to annexation. The District's attorney shall provide copies of the proposed annexations for the Board's consideration at either the November or December regular meeting each year. Each proposed annexation can become part of the Effingham Park District by Board members passing an ordinance that clearly describes the territory to be annexed. Such an ordinance must not only be maintained in Park District files, but each ordinance must also be filed in the office of the County Clerk within the required amount of time after its passage.

6009 REAL ESTATE, SALE OF

Any park district owning and holding any real estate is authorized to sell or lease such property provided that the grantee or lessee covenants to hold and maintain such property for park or recreational purposes or such park district obtains real property of substantially the same size or larger and of substantially the same or greater suitability for park purposes without additional cost to such district. Real estate not subject to such covenant or which has not been replaced may be conveyed in the manner described in the Illinois Park District Code Book. Section 10-7a 10-7d.

6010 NAMING PARKS, RECREATION AREAS, FACILITIES

1. Parties interested in pursuing the naming of a Park, Recreation Area or Athletic Facility after an individual shall present written notification to the Park District Director. The letter shall include whom the park or facility should be named after, exactly which location in which park or facility, exactly what contributions this

individual has performed, for exactly how much time the candidate has been doing this and why the Park District should name the park or facility after this individual.

2. The Director shall screen any or all proposals to see if the applicant meets the minimum criteria established by the Park District before submitting the proposal to the Board. Meeting minimum criteria shall not guarantee adoption by the Board, but guarantees that the Board shall study the matter further.
3. Minimum criteria shall consist of all the necessary information requested in Section A and two (2) or more of the following:
 - a. Resident of the Community of Effingham
 - b. Has given 20 years of service to the betterment of parks and recreation programs.
 - c. Has donated a substantial portion of the cost for the construction or purchase of any park or recreational facility.
4. The Park District Board, at its own adoption, may waive any or all of the criteria listed above for any one proposal if it so desires.
5. Requests or proposals not meeting Board criteria shall be sent back to the proposer with a written copy of Board policy for the applicant's study.
6. Requests meeting the criteria of the Park Board, after careful study by the Board and at the Board's request, may require the proposer to seek _____ Park District residents' signatures on petitions to adopt the proposed name. Petitions, after being signed, shall be given to the Park District Director in order that he/she might determine if the required number of valid signatures has been secured.
7. The Park District Board, after securing all of the information indicated above, may adopt or reject any or all of the proposals.

8. If the proposal for naming a park or facility after someone is rejected the proposer may want to refer to Board policy as found in Section 6015 of the Policy Manual.

6011 GRANT APPLICATIONS

The Director shall consider any grants that might benefit the Effingham Park District. The Director, after study of the grant available for any desirable project, shall provide such information to the Board in order that its members may determine whether or not to pursue such a grant.

If the Board decides to pursue any such grant, it shall instruct the Director to submit an application after using as many resource people as needed to fill it out properly.

6012 INVENTORY CONTROL

The Director shall ask all department heads at least once a year to check all items or equipment that has a value over \$500 and make a report of the condition of these items. Some items, such as playground equipment and items which are used frequently, i.e. picnic tables, park benches, tennis courts, scoreboards and lighted facilities, etc., shall be checked weekly or daily or as needed.

All records for equipment purchases will be kept in the office of the Park District.

6013

CONFERENCES, SEMINARS, PROFESSIONAL DUES

1. **CONFERENCES** - The Effingham Park District shall pay all expenses for the Director and any other administrator who shall attend the annual Illinois Park and Recreation Conference. Board members' expenses shall be paid if they decide to attend the State Conference also.
2. **SEMINARS** - The Director or his staff, as well as Board members, shall be allowed to attend, at the District's expense, any local seminars or courses that would benefit them. The Director shall determine without Board approval which seminars or courses shall benefit himself/herself or his/her staff. The Director may give permission for employees to attend with all expenses being paid provided expenses will not exceed a \$300 per seminar fee. Fees of more than \$300 per seminar shall require Board approval before all expenses shall be paid.
3. **PROFESSIONAL DUES** - The Park District shall reimburse the Director for both state and national dues in order that he/she remains a member with the Illinois Park and Recreation Association and National Park and Recreation Association. Such fee or fees shall be paid by the District annually. Associate administrators who are professionals in the field of Parks and Recreation shall also be reimbursed for the state and national professional dues.

6014

SPECIAL RECREATION SERVICES

The Park District shall actively seek and support participation in recreational programs and services by persons with disabilities.

6015

RECOGNITION FOR OUTSTANDING CONTRIBUTIONS

1. The written request should include the name of the individual to be honored, justification for the recognition, and the method by which recognition shall be given (including type of material, size, suggested location, and exact wording of any inscription).
2. The Director shall present the request to the Board if he/she deems the proposal to be worthy of consideration.
3. If the proposal is accepted by the Board, the proposer shall purchase or otherwise provide all necessary materials and cover any installation costs.
4. At any time the Park Board may accept or reject any proposal or waive any technicalities that may exist.

(Granted 8/4/88)

(Enacted 11/2/89)

6016

BOARD MEMBER AND STAFF USE OF FACILITIES

All full-time and part-time staff members will be allowed the privilege of using Park District facilities without fee provided the occasion would not conflict with regular activities and provided the request is approved by the Director.

Also, certain activities provided by the Park District that include a fee for participation shall be waived or reduced provided the fee is to be received by the Park District. League fees and fees to instructors for lessons and/or clinics shall not be reduced or waived by the Park District. The Park District Director must give permission for any fee to be reduced or waived.

(Enacted 11/2/89)

(Updated 2/1/16)

6017 REMOVED 2/1/2016 (MEMBERSHIP ROSTER)

6018 GRIEVANCE PROCEDURE PERTAINING TO A.D.A.COMPLIANCE

1. Individuals having grievances pertaining to the Americans with Disabilities Act (A.D.A.) standards and violations should immediately register a concern or complaint with the Effingham Park District staff.
2. In the event the grievance is not satisfactorily handled by a staff member, the patron should submit in writing a copy of the exact details of the grievance to the A.D.A. coordinator at the Park District administrative offices.
3. In the event the grievance is not satisfactorily handled by the A.D.A. coordinator the patron should request that the written grievance be taken to the Director of the Effingham Park District. The Director will in turn investigate and report his/her findings to the patron.
4. In the event the grievance would still not be resolved to the patron's satisfaction the individual may request that the Director submit the matter to the Park Board. At this time, the President of the Board shall appoint a committee of three to investigate all phases of the situation. This investigation could mean interviewing the A.D.A. coordinator, certain staff members and the Park District Director. After the committee has completed the investigation, it shall then report its findings to the Board at the first regular meeting following the conclusion of the investigation. The patron concerned, if he/she desires, may present his/her case at the meeting.
5. The Board, after listening to the review and any interviews, shall make a decision on the matter.

6019

TOBACCO POLICY

The Effingham Park District prohibits the use of any tobacco products on/in or within 50 feet of any Park District playground, sports field, tennis court, skate park, pavilion or any other park facility. Tobacco products are defined as all forms of smokeless tobacco; all lighted tobacco and includes e-cigarettes.

(Approved 7/1/2015)

6020

GUIDELINES AND REGULATIONS AT KLUTHE MEMORIAL SWIMMING POOL

1. Admission Regulations

- a. Admission to the pool is refused to all persons having any contagious disease, infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, inflamed eyes, ear discharges or any other conditions which have the appearance of being infectious.
- b. Persons with excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages or other bandages of any kind shall not be permitted.
- c. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted admittance to the pool area.

2. Pool Hours and Attendance

- a. Hours are 11:00 - 7:00 p.m. daily.
- b. Attendance of a minimum of ten (10) swimmers is necessary in order for the pool to stay open. Managers may use their discretion in this matter. In some instances, they may want to stay open with fewer than ten (10) swimmers.
- c. Rain checks are not permitted.

- d. Pool hours are adjusted on July 4th, Labor Day, days of Swim Team meets, or special events and during pool disrepair.
- e. Pool will close for the season when school starts back up. (Approved 05/06/10)
- f. When bad weather occurs, the pool will remain open for at least 30 minutes after swimmers have been directed to the bathhouse to see if the weather breaks. If the pool should be closed from 12:30-4:30 p.m. because of inclement weather, management staff shall evaluate the possibility of opening for the evening shift from 4:30-8:30 p.m. should weather conditions improve. Otherwise the pool shall remain closed. (Approved 03/06/08)
- g. A temperature of below 70° may cause the pool to remain closed. This, too, shall be at the managers' discretion. (Approved 03/06/08)

3. Swimmer and Public Conduct

- a. Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized.
- b. No running or boisterous or rough play, except supervised water sports, are permitted.
- c. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool are not permitted.
- d. Disregarding pool rules could constitute expulsion from Park District grounds at the discretion of pool management.
- e. Season pass purchasers found giving false information about "family" members, etc. will have their passes revoked.
- f. Smoking is prohibited in the pool area and inside the pool bathhouse and within 15 feet of entranceways. (Approved 03/06/08)

4. Safety Procedures

- a. Glass, soap, lotion or other materials that might create hazardous conditions or interfere with the efficient operation of the swimming pool shall not be permitted in the swimming pool or on the pool deck.
- b. During storms, swimmers shall be asked to go into the bathhouse for their safety.

- c. All apparel worn in the pool should be clean and sanitary.
- d. Diving in shallow water shall not be permitted.
Children 3 and under must be accompanied by a paying adult (16 or older).
- e. Food and/or drinks shall be allowed in the designated area of the pool only.

5. Accidents

- a. Management should always be informed of any accident.
- b. First Aid should preferably be given by management or head lifeguards.
- c. Accident reports are to be filled out when accidents occur.
- d. Management should follow-up all major accidents that occur at the pool.
- e. The Park District is not responsible for pool accidents.

(Enacted 11/4/93)

6021 PROHIBITING SOLICITATION AND ACCEPTANCE OF GIFTS

- 1. The Effingham Park District shall prohibit the solicitation and acceptance of gifts. It shall enforce these prohibitions in a manner no less restrictive than the requirements of Act (5ILCS 425/83).

(Enacted 10/14/99)

6022 WORKPLACE HARASSMENT

1. Policy

The Effingham Park District is proud of its tradition of providing a work environment in which all of their employees are treated with respect and dignity. Each and every employee has the right to work in a professional atmosphere that promotes equal

opportunities and prohibits discriminatory practices, including harassment. At the Effingham Park District, workplace harassment, whether verbal, physical, visual, environmental and/or sexual, is unacceptable and will not be tolerated.

2. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature that can be verbal, physical, visual, or environmental, when:

- a. Submission or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, job loss, or other aspects of the individual's employment (known as *Quid Pro Quo* Sexual Harassment); and/or
- b. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the individual.

3. Examples of Sexual Harassment

Sexual harassment includes, but is not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; ogling, leering or staring; sexually suggestive objects, posters or drawings; computer generated illustrations and pictures; magazines and flyers; gestures; mooning or flashing; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; whistling, touching, pinching, assault, coerced sexual acts or suggestive, insulting, obscene comments or gestures; and foul language in the workplace. All of these behaviors are unacceptable in gatherings or other work-related social events, and conferences, seminars and other educational gatherings.

4. Definition of General Harassment

General harassment is the unwelcome behavior of one or more staff members directed at another staff member or a group of staff which causes the individual or group to feel threatened, intimidated, insulted, and/or humiliated. This behavior can be verbal, physical, visual or environmental, and it usually focuses on an individual's race, gender, religion, disability or other perceived difference.

5. Examples of General Harassment

General harassment includes, but is not limited to gender, racial, religious or ethnic slurs; gender, racial, religious or ethnic jokes, cartoons or pictures; abusive, derogatory or threatening comments; continual exclusion of an individual or group from work-related conversation, work assignments or other work-related duties; and spoken or written propositions, suggestions, comments or threats that would give a staff member reasonable cause to feel insulted, humiliated, intimidated or threatened.

6. Reasonable Cause Standard

All employees must be sensitive to the perceptions and feelings of our co-workers. Something that may not be offensive to you may clearly be offensive to your co-workers. A good rule of thumb is to ask yourself, "How would I feel if my spouse, my parent or my child heard or saw this."

The courts view and evaluate harassing behavior through the eyes of the victim, rather than through the eyes of the alleged harasser. It is therefore critical that as employees we consider others' point of view of our actions in the workplace.

7. Harassment-Free Workplace

All employees of the Effingham Park District should strive to maintain a harassment-free workplace by:

- a. Seeking to understand the individual, ethnic and cultural differences that exist among the staff;
- b. Being sensitive to any actions or language that relates to the personal circumstances or lifestyle choices of a co-worker which might give them reasonable cause to feel offended, humiliated or intimidated;
- c. Treating co-workers respectfully and fairly;
- d. Refraining from participating in harassment or discrimination of any kind; and
- e. Reporting incidents of harassment according to the Effingham Park District's standard operating procedures.

8. What To Do If You Are Sexually Harassed

- a. Immediately tell the offender to stop. While it may be difficult to tell someone you find their words or actions uncomfortable, not telling them will imply that you approve of their behavior and it will likely continue.
- b. Report the incident to your supervisor, or to one of the two supervisors designated to handle sexual harassment complaints from the administrative office.

- c. Document the incident. You will need to put your complaint in writing so it is important for you to document what happened right away so that the details are fresh in your mind.
- d. During the investigation, you may be interviewed so that the investigator has a clear understanding of the details of the incident.
- e. If the alleged perpetrator retaliates towards you in any way, report such behavior to your supervisor or one of the designated supervisors immediately.

9. What To Do If You Observe Sexual Harassment

- a. Report the incident to your supervisor, or one of the supervisors designated to handle sexual harassment complaints.
- b. Document what you observed and submit it to your supervisor or one of the two supervisors designated to handle sexual harassment complaints.
- c. During the investigation, you may be interviewed so that the investigator has a clear understanding of the detail of the incident and what you observed.
- d. If the alleged perpetrator retaliates towards you in any way, report such behavior to your supervisor or one of the two designated supervisors immediately.

10. Reporting Sexual Harassment

If you believe you have been the victim of sexual harassment by a supervisor, co-worker or patron, or if you have observed a

co-worker being sexually harassed by a supervisor, co-worker or patron, **you must report it.** The Effingham Park District prohibits sexual harassment and will investigate all complaints immediately. The Effingham Park District has both female and male supervisors to whom you can report incidents of sexual harassment. These supervisors are:

- a. Jeff Althoff
Effingham Park District Executive Director
(217) 342-4415
- b. Steve Boswell
Athletic Director
(217) 342-4415

These supervisors' offices are located at the Ron Diehl Center, 1906 South Fourth Street.

All complaints of sexual harassment must be made in writing, and the information you provide to the District will be kept confidential to the extent possible.

11. Other Remedies

Persons with claims of harassment or discrimination may also contact the Illinois Department of Human Rights, 222 South College, Springfield, Illinois 62701; the Illinois Human Rights Commission, Stratton Office Building, Springfield, Illinois 62701, or the United States Equal Employment Opportunity Commission, 500 West Madison Street, Chicago, Illinois 60661. These agencies have additional complaint and investigative procedures regarding claims of harassment or discrimination.

(Enacted 12/06/2001)

6023

BAN ON PRIVATE GARAGE SALES AND PRIVATE AUCTIONS

No individual, party or group shall be granted use of any Park District sites for garage sales or public auctions or other means of personal profit. A special permit may be granted through the Park District Administrative Office provided that the sale is for community benefit only and not for private gain. Upon the discretion of the Park District Director, a nominal fee may be assessed if additional maintenance would be required in connection with the sale.

6024

INFECTIONS DISEASE GUIDELINES

In light of recent concern regarding the handling of body fluids, it is recommended that the following procedures be followed in all park and

recreation activities. These procedures should be followed regardless of the absence or presence of a participant known to have an infectious disease.

Body fluids include blood, urine, feces, vomitus, semen, vaginal secretions, mucus and saliva.

These procedures have been edited for the use by our customers, and serve to indicate which product is appropriate for a particular use.

1. General Guidelines

- a. Hand washing should be done frequently by both staff and participant. (i.e., before and after food preparation, after toileting, after contact with any body fluids, etc.) The best method of hand washing involves the use of soap and water. Where soap and water is not available, ALCARE hand cleaner/antimicrobial foam should be used.

- b. Disposable gloves must be worn, if the staff member has a cut or open lesion on his/her hands, when providing care for a participant where there may be contact with body fluids.
- c. All cuts and open wounds should be covered following basic first aid practices.
- d. Participants kissing staff or other participants should be discouraged.
- e. Sharing of toothbrushes, lipsticks, combs, etc. and other personal items should be avoided.
- f. Disinfectant/cleaners should be stored in a safe area that is inaccessible to participants.
- g. Documentation of incidences of body fluid contact must be made when a participant is known to have an infectious disease.

2. Procedures for Cleaning Up Body Fluid Spills

- a. Wear disposable gloves, which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, hands should be washed immediately after contact. It is a good practice to wash hands after contact whether or not gloves were worn.
- b. Clean and disinfect soiled areas immediately using either KLEENASEPTIC or CAVICIDE Cleaner/Disinfectant and paper towels. Follow by wiping area with a KWIKWIPE bleach towelette and drying with a paper towel. Re-clean the surface using either KLEENASEPTIC or CAVICIDE Cleaner or Disinfectant wiping dry with a clean paper towel.

- c. Paper towels, disposable gloves and/or other items used for cleanup should be discarded in disposable self-seal plastic bags.
- d. Clothing splashed or soaked with body fluids should be placed in self-sealing plastic bags to be sent home.
- e. Soiled sanitary napkins should be placed in disposable self-seal plastic bags for disposal.
- f. Wash hands using soap and water. Apply a small amount of ALCARE Antimicrobial Skin Sanitizer to hands.

(Enacted...10/5/2002)

6025 PREVAILING WAGE RATES

During the month of June, the Effingham Park Board is required to pass an ordinance that regulates wages of laborers, mechanics and other workers employed for any public works contractor as legislated, by the state of Illinois. These wage rates will apply to the respective counties of the State of Illinois and mandatory adoption is required.

During the month of June, while approving this ordinance, the Park District is actually approving the newly developed State of Illinois hourly wages that do change from one year to another. These new labor hourly rates will remain in force for one year and proof of payment of the prevailing wage rates may be required from existing contractors whom are bound by the Effingham County rate guidelines for public work projects.

After passage of these rates, the Park District is required by law to submit this approved ordinance to the local County Clerk's office as well as submitting a copy to the Illinois Department of Labor in Springfield, Illinois.

When a request for prevailing wages are made, the Park District should make available the required hourly rates to these contractors whom need this information to assist them in implementing the proper hourly wage rates for any park district construction project.

(Approved 03/06/2008)

6026 PHOTOGRAPHY POLICY WHILE USING PARK DISTRICT FACILITIES

Absent the express written consent or contractual arrangement with the Effingham Park District, the Effingham Park District prohibits the use of photographs and video images depicting park district participants, events or activities for any commercial or financial purposes, or any illicit, illegal or other inappropriate purposes.

(Approved 6/10/2009)

6027 POLICY REGARDING INSTRUCTORS, EMPLOYEES OR OTHERS WHO WOULD FALL UNDER PROTECTION OF THE PARK DISTRICT LIABILITY INSURANCE POLICY

- 1) Any paid staff member of the Park District with a W-2 falls under the umbrella of its liability policy.
- 2) Any volunteer staff member of the Park District teaching, coaching, or mentoring falls under the liability policy as long as it is the Park District's program.
- 3) Any independent contractor (teacher, coach) who pays the Park District and then is reimbursed by the Park District for this service and the program is considered a Park District program is covered by the Park District's liability policy.
- 4) Any independent contractor teaching or coaching and using or paying for facility usage but not a Park District program will not fall under the umbrella of the Park District's liability policy.

- 5) Any independent contractor that teaches, coaches or mentors a Park District program, and whereas the independent contractor handles all the money and pays the Park District a percentage or a commission or pays an established fee is considered an independent contractor and will not fall under the Park District's liability policy.
- 6) All officials and umpires who are paid for services rendered and who are not employees of the Park District, as they do not need to fill out a W-2 form are considered independent contractors. Officials/umpires are not covered by the Park District liability policy.

(Approved 8/5/2010)

6028 **BAD WEATHER CONDITIONS FOR COMPETITIVE OR
NONCOMPETITIVE USE OF ATHLETIC FACILITIES**

At any time, should an official in charge of an athletic event sponsored by the Effingham Park District want to delay the game because of lightning or other unsafe inclement weather, he or she will have authority to do so. The contest should not resume until the lightning or bad weather situation has passed.

Also, should both coaches agree that there is too much lightning, the umpires should meet with both coaches and have the authority to postpone the game immediately. The contest should not resume until the lightning has passed. A reasonable waiting time to resume the contest after the last recognized sign of lightning should be approximately 20 minutes.

Players, parents and others, while waiting for the delay, should wait in the safest area available at the park site. Automobile and indoor areas or protected covered areas should be the safest place to be during these conditions. At no time should players remain in the playing field. And at no time should parents or players be in the open areas or leaning against any fence or be in contact with any metal objects near the park site. Everyone should take all precautions to get to the safest areas as quickly as possible.

BAD WEATHER CONDITIONS AT KLUTHE MEMORIAL POOL

A) Lightning

When lightning conditions become an immediate concern, managers, lifeguards or staff members will require all patrons to be removed from the water and the pool deck areas. Patrons will be asked to move to the bathhouse area. All patrons must remain in the bathhouse area until weather conditions become safe enough that managers and lifeguards will allow them back to the water or pool deck area. Should conditions deteriorate or not improve after 30 minutes waiting time, patrons may be told that the pool will be closing. Patrons will then have 30 minutes to make phone calls and gather their things before closing.

This will be at the manager's discretion and no refunds will be granted. Should these unusual conditions occur after opening and between the 11:00 – 4:30 p.m. session and then hence a decision to close, another decision to open or close will be made at the 2nd shift (4:30 – 7:00 p.m.).

B) Rain or Cold Weather

At the beginning of each shift (11:00 – 4:30 p.m. or 4:30 – 7:00 p.m.) should the temperature reach 67° and should it look as though it may stay at the immediate temperature from projected forecasts, the manager would be able to close the pool.

Should the manager decide to open the pool at 12:30 p.m. or 4:30 p.m. and later decide the pool should be closed, the manager should inform all swimmers that because of weather conditions the pool would be closing in 30 minutes.

Also, after opening the pool at 11:00 or 4:30 p.m. and after the pool has been open for one hour and no more than seven swimmers have shown up, the manager may close the pool should the weather conditions not improve.

In any case, the manager should use sound discretion in closing or keeping the pool open. Refunds will not be granted.

C) Tornado Watch

Should a siren sound for an immediate tornado or tornado watch, customers should be warned that a watch exists and may want to leave the pool complex safely with a parent as soon as possible. All other patrons should take immediate concern of the watch and proceed to the safest area in the bathhouse. This area would be the birthday party room and the hallway area. A second area would be the east mechanical room.

Cell phones should remain on and taken with each person while in the two locations mentioned. If conditions become extremely dangerous, cell phones should be used to contact their parents. Managers should listen to the local radio stations for any updated information.

6030

IDENTITY-PROTECTION POLICY

I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires EFFINGHAM PARK DISTRICT to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Commissioners of the District.

“District” means RESIDENTS OF EFFINGHAM PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration. “Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this policy.

III. STATEMENT OF PURPOSE

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the District nor any Person may:

1. Publicly post or publicly display in any manner an individual’s SSN.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service,

electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the documentation to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSNs will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of any individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

IDENTITY-PROTECTION POLICY**VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS**

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other

employees and any member of the public by requesting a copy from: The office of the Effingham Park District at 1906 South Fourth Street Road or call 217-342-4415.

X. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective Jan. 1st, 2011.

(Policy Adopted 10/07/2010)

ATTACHMENT

STATEMENT OF PURPOSE
FOR COLLECTION OF SOCIAL SECURITY NUMBERS
BY THE EFFINGHAM PARK DISTRICT

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the EFFINGHAM PARK DISTRICT of Effingham, IL require the District to provide an individual a statement of the purpose or purposes for which the District is collecting and using the individual's Social Security number ("SSN") anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- | | |
|--------------------------------------|---|
| 1) W-2, W-4, I-9 Payroll Information | 3) possible background requests |
| 2) Employment | 4) possible W-9 independent contractor requests |

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or

- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write to the EFFINGHAM PARK DISTRICT
AT 1906 SOUTH FOURTH STREET, 62401

7000 CONDUCT ORDINANCE

7001 SHORT TITLE OF CONDUCT ORDINANCE

This ordinance regulating conduct in the Effingham Park District of Effingham, Illinois, providing for enforcement, and providing penalties for the violation of its provisions, shall be known and may be cited as the "Conduct Ordinance of the Effingham Park District."

7002 DEFINITIONS

For the Purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words in the present tense include the future; words in the plural include the singular and words in the singular include the plural. The word "shall" is always mandatory and not merely directory.

1. "Park District" is the governing body of the park and recreation field in Effingham, Illinois.
2. "Park Board" is the Board of Trustees of the Effingham Park District by whom all policy matters pertaining to the Park District are established.
3. "Director" is the person designated by the Board to administer the policies established by the Park Board.
4. "Supervisor" is the person immediately in charge of any park area or department and its activities and to whom all park attendants of such area or department are responsible.

5. "Park" is a park, playfield, playground, pool, golf course, recreation center or any other area or facility in the Park District, and devoted to active or passive recreation.
6. "Person" is any person, firm, partnership, association, corporation, governmental unit, company or organization of any kind.
7. "Vehicle" is any wheeled conveyance, whether motor powered or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the Park District.

7003 GENERAL PARK DISTRICT POWERS

State-Enabling Laws for Park Districts Apply. No person in a park shall fail to comply with penal ordinances of Park District as empowered by the "Park District Code," which states that the members of the Park Board and all police officers appointed by them shall be conservators of the peace within and upon such parks, boulevards, driveways, and property controlled by such Park District. In addition, they shall have power to make arrests on view of the offense or upon warrants for violation, such as for breach of peace, in the same manner as the police in cities organized and existing under the general laws of the state.

7004 PARK PROPERTY

7004.1 BUILDINGS AND OTHER PROPERTY

- a. Disfiguration and Removal No one shall willfully deface, disfigure, tamper with, displace, or remove any buildings, bridges, tables, benches, fireplaces, paving or paving material, water lines, or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, equipment, facilities or park property or appurtenances whatsoever, either real or personal.

- b. Restrooms and Washrooms No one shall fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of four (4) years shall use the restrooms and washrooms designated for the opposite sex.
- c. Removal of Natural Resources No one shall dig or remove any beach sand, whether submerged or not, or any soil, rock, stones, trees, shrubs, plants, down-timber or other wood or materials or make any excavation by tool, equipment, blasting or other means or agency.
- d. Erection of Structures No one shall construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public utility into, upon, or across such lands, except on special written permit issued hereunder.

7004.2 TREES, SHRUBBERY, LAWNS

- a. Injury and Removal No one shall damage, cut, carve, transplant or remove any tree or plant, injure the bark, or pick the flowers or seeds of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant.
- b. Digging A person shall not dig in or otherwise disturb grass areas or in any other way injure or impair the natural beauty or usefulness of any area.
- c. Climbing Trees, etc. A person shall not climb any tree or walk, stand or sit upon monuments, vases, fountains, railing fences or upon any other property not designated or customarily used for such purposes.

7004.3 WILD ANIMALS, BIRDS, ETC.

- a. Hunting No one shall hunt, molest, harm, frighten, kill, trap, chase, tease or shoot at any animal, reptile or bird; nor shall he/she remove or have in his/her possession the young of any wild animal or the eggs or nest or young of any reptile or bird.
- b. Feeding No one shall give or offer or attempt to give any animal or bird any known noxious substances.

7005 SANITATION

1. Pollution of Waters No person shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters.
2. Refuse and Trash No one shall have brought in or dump, deposit or leave any bottles, broken glass, ashes, paper boxes, cans, dirt, rubbish, waste, garbage, refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park or left anywhere on the grounds thereof but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

1. State Motor Vehicle Laws Apply No one shall fail to comply with all applicable provisions of the State Motor Vehicle Traffic Laws in regard to equipment and operation of vehicles together with such regulations as are contained in this and other ordinances.
2. Enforcement of Traffic Regulations No person shall fail to obey all traffic officers and park employees who are authorized and instructed to direct traffic whenever and wherever needed in the parks in accordance with the provisions of these regulations and such supplementary regulations as may be issued subsequently by the Director.
3. Obey Traffic Signs No one shall fail to observe carefully all traffic signs indicating speed, direction, caution, stopping, parking, cross walk lanes, traffic lane markers, and all other signs posted by the Director for proper control for safeguarding life and property.
4. Speed of Vehicles No one shall ride or drive a vehicle in excess of 15 miles an hour. The Director may designate faster or slower speed by posted signs on certain roads.
5. Operation Confined to Roads No one shall drive any vehicle on any area except the paved park roads or parking areas or such other areas as may on occasion be specifically designated as temporary parking areas by the Director.
6. Parking
 - a. Designated Areas No one shall park a vehicle in other than an established or designated parking area, and such shall be in accordance with the posted directions, markings, or directions of any attendant who may be present.

- b. Congesting Driveway No person shall park a vehicle upon a driveway in such a manner or under such conditions as to leave available less than 10 feet of the remaining width of the driveway.
 - c. Double-Parking No one shall double-park any vehicle on any driveway unless directed by a park official or temporarily for discharging passengers.
 - d. Parking Time Limitations No one shall park longer than the specified time designated by signs or by verbal instruction by an attendant who may be present.
 - e. Night Parking No one shall leave a vehicle standing or parked at night without lights clearly visible for at least 200 feet from both front and rear on any driveway or road area except legally established parking areas.
 - f. All Night Parking No one shall park on any driveway or in any free parking area between the hours of 11:30 p.m. and 5:30 a.m. of any day.
 - g. Immovable Objects No one shall leave any vehicle anywhere in a park for more than 24 hours due to a mechanical failure. (At the end of this period the vehicle shall be towed away at the owner's expense.)
 - h. Emergency Procedure No person shall fail to immediately notify an attendant of an emergency in the nature of a breakdown requiring the assistance of a tow-truck, mechanic or other person.
7. Muffler Required No one shall fail to use a muffler adequate to deaden the sound of the engine in a motor vehicle.
8. Gas and Smoke No one shall operate a vehicle which emits excessive noxious fumes or dense smoke.
9. Pedestrian Right of Way No one shall fail to yield right of way to a pedestrian crossing the driveway within any cross

walk as defined herein, except where movement of traffic is being regulated by police officers or authorized traffic signals. In addition, he/she may not fail to stop behind such a vehicle that has stopped to permit a pedestrian to cross the driveway or fail to yield right of way to a vehicle if moving across a driveway which is not marked for a cross walk.

10. Pedestrian Rights and Duties at Controlled Intersections No one shall fail to yield right of way to pedestrians crossing or who have started crossing on a green or "go" signal or on such special signs or signals that designate pedestrians' right of way.
11. Pedestrians Soliciting Rides No person shall solicit a ride from the operator of any vehicle in the parks.
12. Turning Around Limitations No one shall turn a vehicle so as to proceed in the opposite direction in any driveway in the parks except at an intersecting street, and then only when such turns are not prohibited by appropriate signs.
13. Operator Signals No one shall abruptly stop or attempt to turn without first giving a suitable signal indicating his/her intention to do so.
14. Operation of Certain Vehicles No one shall enter or pass along the park driveway with a pleasure vehicle, truck or other vehicle carrying building materials, merchandise, or other materials except when delivering such materials or supplies for the use of the owners or occupants of the property fronting thereon and then shall enter and leave the park driveway at the nearest point to the property where such supplies and materials are to be delivered.
15. Gross Weight of Delivery Vehicles No one shall enter or pass along the park driveway in vehicles carrying heavy materials or merchandise except in trucks or other vehicles equipped with dual tread tires and with gross weight not to exceed nine (9) tons.

16. Soliciting Passengers No person shall solicit passengers in the parks in any vehicle.
17. Sirens and Sound Signaling Devices No one shall fail to equip his/her vehicle with a good and sufficiently audible signaling device in efficient working condition; however, the use of siren sounding devices or other types of signaling devices which make unusually loud or unnecessary noise is prohibited.
18. Driver Age Limit No one who is under sixteen (16) years of age shall operate or drive an automobile.
19. Intoxicated Operators No one shall operate or attempt to operate a motor vehicle while in an intoxicated condition or under the influence of a controlled substance.
20. Duty of Operator in Accidents No one shall leave the scene of collision with another vehicle, person or property without ascertaining the extent of such injury or damage, leave the scene without rendering such assistance as may be needed, or fail to give his/her true name and residence address to the injured person or any other person or police officer requesting same. (In the event there is no police officer present, he/she must immediately report the occurrence to the nearest police station or police headquarters.)
21. Towing of Disabled Vehicles No person shall tow any motor vehicle upon any driveway if the connection is so arranged that the towing vehicle and the vehicle being towed are separated by more than eight (8) feet or tow the disabled vehicle at a rate of speed in excess of fifteen (15) miles an hour. (If the vehicle is being towed at night, warning lights must be attached to such disabled vehicle so as to be visible to anyone approaching such vehicle from either side or the rear thereof.)
22. Brakes No one shall operate any motor vehicle in the park system unless said vehicle is equipped with good and sufficient brakes in efficient working condition or to operate any vehicle which is so loaded that the operator does not have access to all the mechanisms operating the brakes of said vehicle.

23. Anti-Skid and Non-Slip Devices No one shall operate a motor vehicle in the parks with lugs or studded snow tires which will damage the pavement.
24. Width of Vehicle Load No one shall operate a motor vehicle in the parks to exceed eight (8) feet in width.
25. Warning Signal on Projecting Loads Between the hours of sunrise and one hour past sunset no person shall operate a motor vehicle in the parks with a projecting load more than four (4) feet beyond the rear of the body of said vehicle unless a red cloth not less than eighteen (18) inches square be firmly attached to the extreme end of the projecting load in such a way as to be seen by persons approaching from either side at the rear of said vehicle. During the period from one hour after sunset to the hour of sunrise of the next day any such vehicle must have a red light firmly attached to the rear end of such projecting load. Such red light shall be in addition to any other requirements of this ordinance.
26. Riding Outside Vehicles No one shall ride upon the fenders or any other outside part of any vehicle.
27. Repairs to Vehicles in the Park System No one shall change any parts or make repairs of any kind to any vehicle in the park system, except such emergency repairs necessary to remove such vehicle therefrom. (Such emergency repairs shall be made only at the right-hand edge of the driveway.)
28. Change Oil or Grease No one shall change oil, grease, wash or polish vehicles and leave debris from such action.
29. Display of Advertising from a Vehicle No one shall drive any vehicle upon which is displayed any political placard of any kind.
30. Bicycles

- a. Operations No one shall ride a bicycle other than on the right-hand side of the road paving as close as conditions permit. (Bicycles shall be kept in a single file when two or more are operating as a group, and bicyclists shall at all times operate their machines with reasonable regard to the safety of others, signal all turns, pass to the right of any vehicle they are overtaking, and pass to the right of any vehicle they may be meeting.)
- b. Rider Prohibited No one shall give any other person a ride on a bicycle.
- c. Designated Racks No one shall leave a bicycle in a place other than a bicycle rack when such is provided and there is space available.
- d. Leave a Bicycle No one shall leave a bicycle on the ground or paving or set against trees or in any place or position where other persons may trip or be injured by it.
- e. Night Operation No one shall ride a bicycle on any road between thirty (30) minutes after sunset or before twenty (20) minutes before sunrise without an attached headlight plainly visible at least two hundred (200) feet in front of it and without a red tail-light or red reflector plainly visible from at least two hundred (200) feet from the rear of such bicycle.

7007

BEHAVIOR

1. Intoxicating Beverages

- a. Prohibition No one shall bring alcoholic beverages or drink alcoholic beverages at any time in the parks.
- b. Altered Behavior No one shall be under the influence of intoxicating liquor or a controlled substance.

2. Fireworks and Explosives No one shall bring or have in his/her possession or set off or otherwise cause to explode or discharge or burn any firecracker, torpedo, rocket, or other fireworks or explosives or flammable materials or discharge them or throw them into such areas from land or highway adjacent thereto. This prohibition includes any substance, compound, mixture, or article that in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints without express consent of the Director.
3. Domestic Animals No one shall bring a dog or other domestic animal into the parks unless it be restrained at all times on adequate leash not greater than four (4) feet in length.
4. Reservation of Facilities No one shall enter into, loiter or remain in any pavilion or park structure or section thereof which may be reserved and designated by the Board for use by the opposite sex. Exception is made to children under four (4) years of age.
5. Dress No one shall appear at any place in other than proper clothing that does not unduly expose the body.
6. Alms No one shall solicit alms or contributions for any purpose whether public or private.
7. Fires No one shall build or attempt to build a fire except in such areas and under such regulations as may be designated by the Director. No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other flammable material within any park area or on any highway, road or street abutting or contiguous thereto.
8. Closed Areas No one shall enter an area posted as "Closed to the Public," nor shall any person use or abet the use of any area in violation of posted notices.
9. Games of Chance No one shall gamble or participate in or abet any game of chance.

10. Going onto Ice No one shall go onto the ice on any of the waters except such areas as are designated as skating fields and are provided with a safety signal.
11. Loitering and Boisterousness No one shall sleep or protractedly lounge on the seats, benches, or other areas or engage in loud, boisterous, threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to a breach of the public peace.
12. Exhibit Permits No one shall fail to produce and exhibit any permit he/she claims to have from the Director upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.
13. Interference with Permittees No one shall disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.
14. Indecent and Lewd Conduct No one shall expose any part of the body to the public in an indecent or lewd manner or speak or make advances in a profane or obscene way.
15. Sexual Crimes No one shall take or attempt to take any immoral, improper, or indecent liberties with any child or adult of either sex.
16. Criminal Acts No one shall commit any act prohibited by the Criminal Code of the State of Illinois as set forth in Chapter 38 of the Illinois Revised Statutes.
17. Religious Worship No one shall carry on a religious worship open to the public or make any oration, harangue, demonstration, or address except in a designated place authorized by the Park Board.

7008

MERCHANDISING, ADVERTISING, SIGNS

1. Vending and Peddling No person shall expose or offer for sale any article or thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Exception is here made as to any regularly licensed concessionaire or others acting by and under the authority and regulation of the Director.
2. Advertising No one shall announce, advertise, or call the public attention in any way to any article or service for sale or hire, unless approval has been granted by the Park Board.
3. Signs No one shall paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a park, unless authorization has been granted by the Park Board.

7009

PARK OPERATION POLICY

1. Hours Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours. The opening and closing hours for each individual park shall be posted therein for public information. Normally, hours for general park use shall be from daybreak until 11:30 p.m. unless otherwise posted. Some athletic facilities may be available for later times if pre-arranged by the Director.
2. Closed Area Any section or part of any park may be declared closed to the public by the Director at any time and for any interval of time, either temporarily or at regular intervals and stated intervals (daily or otherwise) and either entirely or merely to certain uses as the Director shall find necessary.

3. Lost and Found Articles The finding of lost articles by park attendants shall be reported to the supervisor who shall make every reasonable effort to locate the owners. The supervisor shall make every reasonable effort to find articles reported as lost.
4. Permits A permit or contract shall be obtained from the Director before participating in the following park activities: concession sales, facility rental at the recreation center for meetings or group activities, special events during which certain facilities are needed, and for any unusual circumstances deemed necessary by the Director.
 - a. Application A person seeking issuance of a permit or contract hereunder shall file an application with the Director. The application shall state:
 - 1) The name and address of the applicant.
 - 2) The name and address of the person, persons, corporation or association sponsoring the activity, if any.
 - 3) The day and hours for which the permit is desired.
 - 4) The part or position thereof for which such permit is desired.
 - 5) An estimate of the anticipated attendance.
 - 6) Any other information which the Director shall find necessary to a fair determination of whether or not a permit should be issued hereunder.
 - b. Standards for Issuance The Director shall issue a permit or approve contract hereunder when he/she finds:
 - 1) That the proposed activity or use of the park shall not reasonably interfere with or detract from the general public enjoyment of the park or recreational facility.
 - 2) That the proposed activity or use of the park shall not reasonably interfere with or detract from the promotion of public health, welfare, safety and other recreation.

- 3) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
 - 4) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the Park District.
 - 5) That the facilities desired have not been reserved for other use at the day and hour required in the application.
 - 6) The party has paid any fees that may exist.
- c. Appeal Within five (5) days after receipt of an application, the Director shall apprise an applicant in writing of his/her reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within five (5) days to the Park Board, which shall consider the application under the standards set forth in subsection (b) hereof and sustain or overrule the Director's decision at the next regular Park Board meeting. The decision of the Park Board shall be final.
- d. Effect of Permit or Contract A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in said permits or contracts.
- e. Liability of Permittee The person or persons to whom a permit or contract is issued shall be liable for any loss, damage or injury sustained by any person in the participating group by reason of the negligence of the person or persons to whom such permit or contract shall have been issued.
- f. Revocation The Director shall have the authority to revoke a permit or contract upon the finding of a violation of any rule or ordinance or upon good cause shown.

7010

RECREATIONAL ACTIVITIES

1. Area and Facility Use No person shall picnic, golf, skate, swim, boat, horseback ride, camp, fish, take part in or abet the playing of any games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or model airplanes except in areas or facilities set apart for such forms of recreation and under such rules and regulations as designated.
2. Hunting and Firearms No one shall hunt, trap or pursue wildlife at any time. No person shall use, carry, or possess firearms of any description, air rifles, spring-guns, bows and arrows, slings or other forms of weapons potentially inimical to wildlife and dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping devices. Shooting into park areas from beyond park boundaries is forbidden. Exceptions are at designated ranges set aside for such purposes under strict regulations as set forth for that particular facility.

7011

ENFORCEMENT

1. Official The trustees, Director, patrol and supervisors shall, in connection with their duties imposed by law, diligently enforce the provisions of this ordinance
2. Ejectment The trustees, Director, patrol and supervisors shall have the authority to eject from the park any person acting in violation of this ordinance.
3. Seizure of Property The trustees, Director, patrol and supervisors shall have the authority to seize and confiscate any property, thing or device in or used in the parks in violation of this ordinance.

General No person shall, upon conviction of violating any of these ordinances, be fined less than \$1.00 for each and every offense. The secretary of the Park District is hereby authorized to accept only the minimum fine of \$1.00 for Section 7006, paragraphs 5, 6.a., 6.b., 6.c., 6.d., 6.e., 6.f., 27 and 28, provided it is the first violation of any Park District ordinance by the person seeking to pay such fine; that the chief of park patrol consents to the acceptance of such minimum fine; and the person offering to pay such minimum fine does so at the Park District office and within 48 hours of the time he/she was arrested and given a ticket for such violation. All other violations must be processed in a regular court of law.

Due to the fact that the Park District does not have qualified local law enforcement officials working for the agency to enforce items 7000 – 7011, the Park District Board will therefore request assistance when needed from the City of Effingham's local law enforcement officials.

Board members, staff members, community neighbors and park patrons of the park district will be asked to seek assistance from local city law enforcement officers when recognizable problems or incidents occur in any of the parks or their facilities.

All of the previous violated provisions as stated in section 7000 – 7011 may require different legal authority as would be enforced through municipal and state laws and not just park district laws. Therefore all park violations will need to be city violations and processed through city and state laws accordingly as park district law enforcement officials do not exist.

All of the violators of Section 7000 – 7011 may be warned by park staff, but only city ordinances can cause violators to be penalized for further cause while incidents occur on park property.

Park staff members should work as closely as possible with the mayor of Effingham, his police chief and all of his local offices in supporting the due rights and wrongful acts of all the citizens of Effingham.

(Approved 03/06/08)

8000 FACILITY GUIDELINES, PARK FACILITY LISTINGS

8001 POLICY GUIDELINES FOR USE OF PARK FACILITIES

1. The District's objective is to use as many available facilities as needed to enhance and promote recreational and leisure time activities.
2. The District shall provide as many opportunities as necessary to promote these activities and also maintain a sufficient level of enjoyment for both the passive and active recreational enthusiasts.
3. The District, after scheduling its own programs at its own facilities, shall make available any additional time for these facilities to be used by patrons either at no charge or at a minimal standard fee which shall be determined by the Park Board. These rental opportunities will exist provided they do and will not conflict with any prior planned Park District program or activity and provided the patrons will abide by any rules and regulations that have been previously established by Board policy. During these opportunities for patrons to rent facilities, primary consideration will be given to those agencies or groups that are not-for-profit.
4. Any groups or agencies using any Park District facilities should exhibit exemplary standards while assuming responsibility in carrying out the needs for any recreational or leisure time activity.
5. Fees for rental of any park facilities shall be reviewed annually by Board members and made available to the public through the Director's office.

FACILITIES AVAILABLE FOR PUBLIC USE

- 8002.1 HENDELMEYER PARK (18 acres)
- A. Recreation Center (21,300 sq. ft.)
 - 1. Gym (75' x 75')
 - 2. Gym (105' x 90')
 - 3. Fine Arts Room with Stage (65' x 45')
 - 4. Kitchen Facility (30' x 30')
 - 5. Administrative Offices (44' x 30')
 - B. Four Lighted Tennis Courts
 - C. Restroom Facility
 - D. Picnic Areas
 - E. Pavilion
 - F. Playground Equipment
 - G. Softball Diamonds (three)
 - 2 lighted - 1 slow pitch, 1 fast pitch
 - 1 unlighted - slow pitch
 - H. Free Play Area

- 8002.2 COMMUNITY PARK (35 acres)
- A. Four Lighted Tennis Courts
 - B. Restroom Facility
 - C. Picnic Areas (four)
 - D. Pavilions (four)
 - E. Playground Equipment
 - F. Lighted Baseball Fields (three)
 - G. Free Play Area
 - H. Nature Trails
 - I. Outdoor Ice Skating Pond
 - J. Basketball Court
 - K. Sledding Hills
 - L. Bike Paths
 - M. Horseshoe Courts
 - N. Outdoor Volleyball Standards
 - O. Consuello Lodge
 - P. Eighteen-Hole Disc Golf Course
(Disc Golf Approved 03/06/08)

8002.3

EVERGREEN HOLLOW PARK

- A. Outdoor Swimming Pool
- B. Four Lighted Tennis Courts
- C. Playground Equipment
- D. Picnic Area
- E. Shelter House (two)
 - 1)shelter 90x45(30 picnic tables)..no rental fee
 - 2)red octagonal shelter may be rented at a nominal charge by reserving it at the park office(20-25 picnic table area)
- F. Open Play Area
- G. Lighted Ball Diamonds (three)
- H. Restroom Facility
- I. Lighted Play Area for Flag Football, Soccer and Softball

(Approved 03/06/08)

9000 RECREATION PROGRAMMING GUIDELINES

9001 REGISTRATION FOR PROGRAMMING OF RECREATIONAL OPPORTUNITIES

- I. The Effingham Park District offers a registration week of recreation programs. However, if participants fail to register at this time, seasonal opportunities will be allowed.
- II. These programs will be offered to all residents and non-residents. Different fees and guidelines will be established for each program, but in many cases non-residents will be required to pay an additional fee determined by the Park Board.
- III. Individuals who participate and pay the appropriate fees, agree to abide by Park District rules regardless of age, sex, religion, socio-economic status, residency or level of physical or mental ability. The Park District will also make information available that describes application of the rules governing nondiscrimination of persons with disabilities in services, programs, or activities offered or provided by this municipality to any interested individual. Any special concerns or considerations that anyone might have should be directed to the administrative office.

9002 OVERCROWDED RECREATION PROGRAMS

Programs that require a pre-registration are on a first come first serve bases. Depending on the program we may start a waiting list and as a spot opens up offer it to the first ones on the list.

TEAM PROGRAM REGISTRATION

In some adult programs and youth programs, a team method of registration will be used. Officers of leagues who are authorized by the Park District Director may be given permission to organize a program by contacting individuals who are interested in forming their own teams. Emphasis in this case should be given to teams which have several residents of the Park District on their team, but does not preclude the fact that they may also have several non-residents on their team.

Some leagues may institute a draft procedure or even create an equal distribution plan for the placement of talent of individuals among all eligible teams within their league.

In any case, all team program officers or coordinators shall work closely with the Effingham Park District Director in order to ensure that the policies, goals and philosophy of the Effingham Park District are maintained.