



**CITY OF CORNING
RECREATION COMMISSION AGENDA
TUESDAY, JULY 1, 2008
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Chairperson: Craig Purcell
Commissioners: Shannon Boles
Loretta Price
Marya Mahutga
Larry Johnson

C. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, give your name and address, and briefly identify the matter you wish to have placed on the Agenda. The Commission will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Commission from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

D. REGULAR AGENDA: All items listed below are in the order, which we believe, are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the Agenda changed, please come to the podium, state your name and address, and explain the reason you are asking for the order of the Agenda to be changed.

- 1. Waive the Reading and Approve the Minutes of the May 6, 2008 Recreation Commission meetings with any necessary corrections.**
- 2. Presentation of Approved Corning Recreation Department Activities Guide.**
- 3. Presentation of Approved Corning Recreation Department forms.**
- 4. Presentation of Approved Facilities Use Agreement between the City and the Elementary and High School Districts.**
- 5. Discussion and Approval of Additional Recreation Programs for the Winter Months.**

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

F. ADJOURNMENT!

The Corning Recreation Commission serves as an advisory body to the Corning City Council on Public Parks and Recreation issues including park use, master planning, acquisition and development, beautification, improvement and maintenance of City Parks. The Commission provides a public forum for the proposal and discussion of public recreation services that benefit the Community. Ideally the Commission would encourage community volunteers and youth/adult volunteer sports groups to work together in the planning for current and future facility and program needs.

POSTED THURSDAY, JUNE 26, 2008

The City of Corning is an Equal Opportunity Employer



**CITY OF CORNING
RECREATION COMMISSION MINUTES**

**TUESDAY, MAY 6, 2008
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:31 p.m.

B. ROLL CALL:

Chairperson:	Craig Purcell
Commissioners:	Shannon Boles
	Loretta Price
	Marya Mahutga
	Larry Johnson

All Commissioners were present except Commissioners Mahutga and Price.

C. BUSINESS FROM THE FLOOR: None.

D. REGULAR AGENDA:

1. Waive the Reading and Approve the Minutes of the April 1, 2008 Recreation Commission meeting with any necessary corrections.

Commissioner Boles motioned approval of the April 1, 2008 Recreation Commission meeting minutes. Commissioner Johnson seconded the motion. **Ayes: Purcell, Boles, and Johnson . Opposed: None. Absent: Mahutga and Price. Abstain: None. Motion approved by a vote of 3-0 with Mahutga and Price absent.**

2. Commission Recommendation of Approval for Planning Implementation of the Corning Youth Fair Event.

Recreation Supervisor Kimberly Beck gave a brief report on the plan to reintroduce the Corning Youth Fair. She stated that Carol Curry of the Family Resource Center really wanted to put on the Youth Fair, however the work is too extensive for one person. Ms. Curry contact Ms. Beck and asked if she could assist with organizing the Youth Fair.

Ms. Beck contacted City Manager Stephen Kimbrough to obtain his input regarding the City's assistance and participation in reintroducing and organizing of the Youth Fair event. Mr. Kimbrough stated that it sounded good and suggested that the event could possibly be tied in with the Corning Olive Festival and the starting of school. Mr. Kimbrough and Ms. Beck are suggesting possibly holding the event on Saturday, August 16, 2008, which is the Saturday before school starts.

Commissioner Johnson motioned to recommend to the City Council that the City Recreation Department participate in organizing the Corning Youth Fair. Commissioner Boles seconded the motion. **Ayes: Purcell, Boles and Johnson. Opposed: None. Absent: Mahutga and Price. Abstain: None. Motion approved by a vote of 3-0 with Mahutga and Price absent.**

3. Report from Recreation Supervisor – Recommend Approval of Additional Recreation Programs.

Recreation Supervisor Kimberly Beck reported that she is getting a lot of input on new programs and requests for others. Ms. Beck presented the Commissioners with her current list of Recreation Programs and a Calendar of Events for their approval. By consensus of the Commissioners present, the new programs were approved.

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None.

F. ADJOURNMENT: 8:09 p.m.

Carl Crain, Public Works Operations Superintendent

Corning Recreation 2008 Summer Activities Guide



"Promoting A Healthy Community"

Mission: To enrich the lives of Corning youth, adults, and seniors through recreational and educational opportunities that promote a healthy community.

AGES 6 AND UP

Kenpo Karate:

"To fight for a peaceful heart". The Kenpo Karate program will focus on self-defense, techniques, and physical fitness as well as maintain a fun and exciting atmosphere. Get into shape, learn discipline, lose weight, gain confidence, network and make new friends. Pick up a registration form at the Corning Recreation Department.

When: Monday/Thursday

Date: June 16th – August 18th

Location: TBA

Time: 4pm

Ages: 6 and up

Fee: \$5 per class

Instructors: Mr./Mrs. Warren (925) 216-8659

YOUTH ACTIVITIES

Field Hockey Camp

Girls grab your sticks because it's that time again! Corning High School presents their annual Field Hockey Camp. Pick up your registration packet in the CUHS Office or the Corning Recreation Office. Registration and fees are due on or before June 2nd. Any forms received after this date will be charged an additional \$5. You can mail your registration to Corning High School, Teresa Lamb- Field Hockey, 643 Blackburn Ave., Corning, CA 9601.

Ages: 10 – 15

Date: June 9th – 12th

Location: CUHS

Time: 9am – 12pm

Fee: \$30

Coach: Teresa Lamb

824-7400/9403

Youth Basketball League:

It's tip-off time and here's the tip...our co-ed basketball league will focus on sportsmanship, physical abilities, and fundamentals of the sport. Throughout the season, players will participate in drills as well as game play to enhance their overall athletic skills. The last day to register is June 10, 2008 by 5:00pm. ****Volunteer Coaches and Referees are needed****

Ages: 3rd – 8th grade

Date: June 14th – July 19th

Location: Maywood

Time: 8:30am-TBA

Day: Saturdays

Fee: \$25

Tennis Camp:

Learn from people with experience! This tennis summer camp is designed to have fun while receiving quality tennis instruction. This camp gives kids the opportunity to play, learn, and enjoy the game of tennis. Rackets are available for use during the camp.

Dates: 6/16-6/20, 6/23-6/27, 6/30-7/4

Sessions: 8-9:30am / 9:30-11:00am

Instructor: Terry Church / Dan Drum

Fee: \$15 per week

Ages: 8-17 years old

Location: CUHS

REGISTRATION: Registration forms and fees must be submitted to the Corning Recreation Office no later than two weeks prior to the designated activity.

Corning Recreation Department

1081 Solano St., Suite D

phone: (530) 824-7011

fax: (530) 824-7063

Youth Basketball Camp:

Take your game to the next level! Corning Rotary Club is hosting this year's youth co-ed basketball camp. Athletes will practice in ball handling, dribbling, and shooting. They will also learn about self-esteem, teamwork, and the value of hard work. The last day to register is June 17th, 2008 by 5:00pm.

Ages: 3rd – 8th grade

Date: June 23rd – 27th

Location: Maywood

Time: 8am-TBA

Fee: \$25

Instructor: Darren Nye

Baseball Hitting Camp:

Boys, refine your hitting skills through drills and demonstrations. Instructions will include correct swing mechanics, hitting with more power, the mental approach, and more. If possible, please bring a bat and helmet with you. There are only 25 spots available. The last day to register is June 17th.

Date: June 24th – 25th

Location: CUHS

Time: 8am – 11am

Age: 10-14 years old

Fee: \$20

Instructor: John Studer

Youth Flag Football Camp:

Are you ready for some football? The Corning Recreation flag football camp is perfect for the child looking to improve on their football skills without the risk of full-contact injury. This camp features the basics of passing, running, receiving, kicking, and team play in a flag football setting. The camp will feature a half-day of fundamental football instruction at Corning High School football field. The last day to register is June 24th.

Ages: 8-13 years old

Date: July 8th – 10th

Location: CUHS

Time: 8:30am-12

Fee: \$30

Instructor: Joe Fenske

Youth Volleyball Camp:

Join Corning High School Varsity Volleyball Coach Mike Albee and his staff in kicking-off the volleyball season. The youth volleyball camp will provide participants the chance to develop character, learn valuable skills, and make new friends.

Ages: 5th – 12th grade

Date: July 28th – August 1st

Location: CUHS

Time: 9am-12pm

Fee: \$50

Instructors: Mike Albee/Kim Beck

Fitness Camp:

The Fitness Boot Camp is for kids ages 6-9 and 10-12. The 3-hour day camp consists of education on nutrition-diet-exercise and encouragement on how to make healthy choices. Each portion of the camp has an emphasis on all things meant to inspire, educate, and motivate children to take control of their health at an early age. Most importantly this "boot camp" is meant to be a place where exercise and nutrition are promoted in a fun, non-threatening, non-competitive environment. Last day to register is July 10, 2008.

Date: July 21st

Location: CUHS

Time: 9am

Fee: \$ 10

Story Hour:

Sally Ainsworth, the Children's Librarian, will be holding a summer reading program for small children. The program will take place at the Corning Library on Tuesday mornings from 10 – 11:30am beginning June 24th and continuing through July 29th. If you have any questions please call Sally at (530) 527-0607.

Hunter Safety:

Register for the Hunter's Safety course at the Corning Recreation Office. The dates and time are to be announced. Look at the City website for updates.

SERRF Summer School:

The SERRF Summer School Program is a four-week program that will be held at West Street School. The program will begin June 23 and end July 18. A daily session will take place between the hours of 8:00am and noon. Breakfast and lunch are optional for the price of \$30! The goal is to provide fun activities such as games, sports, dance, etc. If you have any questions please call 528-7381.

ADULT ACTIVITIES**Men's Basketball League:**

Grab your buddies or co-workers and hit the court. Join us for a men's 5 on 5 non-refereed basketball league. Games will be held on Tuesday nights. All teams are required to have a minimum of five players. League rosters and fees must be submitted to the Corning Recreation Office prior to the team's first game.

When: Tuesdays

Date: June 10th – August 19th

Location: CUHS

Time: 6:00pm

Fee: \$125.00

Horseshoe League:

Let's start the summer off with a clang! Corning Co-ed Horseshoe League will begin on Wednesday June 11th at Clark Park. Choose your partner and sign-up before Wednesday June 4th.

When: Wednesdays

Date: June 11th – Aug. 13th

Location: Clark Park

Fee: \$30 per team

Tennis League:

Rally! Improve your game and have fun doing it. Corning Recreation invites everyone to share his/her passion for tennis. This league is designed for high school aged and adult participants to have the opportunity to play tennis. Bring your own equipment.

When: Mondays

Date: June 16th – August 18th

Location: CUHS

Time: 6pm

Fee: \$1 per day

Volleyball Open Gym:

Everyone is welcome! Do you miss volleyball? Can't wait for volleyball season? Whether you're new to the sport or a seasoned athlete, come refresh your skills in a no-pressure environment.

When: Wednesdays

Date: June 18th – July 13th

Location: CUHS

Time: 5:30pm

Fee: \$1 per day

Swing Dance Workshop:

Whether you are a beginner or just need a refresher's course, this workshop is for you. Dancers will begin with the basic four step and work their way to a well-groomed swing dance routine. Get some great tips to apply to the dance floor from Corning Dance Instructor, Deb Meents.

When: Saturday

Date: July 19th

Location: Woodson Gym

Time: 5 – 8pm

Fee: \$20/couple - \$10/single

Instructor: Deb Meents

SPECIAL EVENTS**Youth Fair:**

Join us in kicking-off the 2008-09 school year! Corning's Annual Youth Fair will be held August 16th, 2008 at Northside Park. The event will begin at 10am and continue until 3pm. Northside Park will be lined with numerous booths all directed towards kids. One of the main events will be the Pet Show. If you think your pet is unique enough to win an award, bring them down and let us be the judge. Bring your kids for an entire day of education, games, food, swimming, and more.

REGISTRATION: Registration forms and fees must be submitted to the Corning Recreation Office no later than two weeks prior to the designated activity.

1081 Solano St., Suite D
phone: (530) 824-7011
fax: (530) 824-7063

CORNING CITY POOL

The Corning City Pool opens June 9th at 1pm and closes August 15th at 5pm. Fees are as follows:

Daily Use: Children \$1/Adult \$1.25 Adult Lap Swim: Daily \$1.25/Monthly \$15

Resident Fees:

Family Season Pass \$60
Individual Season Pass \$40
Swim Lesson \$15/session

Non-Resident Fees:

Family Season Pass \$65
Individual Season Pass \$45
Swim Lesson \$20/session

If you have any questions, would like to register for swim lessons, or book a pool party please call (530) 824-7062.

RECREATION INFORMATION

VOLUNTEER

The Corning Recreation Department is always taking applications for qualified and experienced volunteers.

You're invited to our Recreation Commission meetings! The Corning Recreation Commission meets every first Tuesday of the month at 7:30 pm in City Council Chambers, 794 Third Street. Recreation Commissioners are Larry Johnson, Shanon Boles, Craig Purcell, Loretta Price.

We want to know what you want! The Recreation Department is always looking for new programs, activities, and events. Please contact us with any ideas you have at (530) 824-7011.

OTHER RECREATIONAL OPPORTUNITIES

Organization	Contact	Phone	Organization	Contact	Phone
AWANA	First Baptist Church	824-9390	Corning Youth Football	Frank Rutledge	824-6050
AAU Basketball	Curt Eller	824-5227	Corning Youth Soccer	Lamberto Raygoza	824-4634
Boy Scouts	Ross Turner	824-3240	Corning Youth Tennis Camp	Terry Church	864-6405
Co-ed Softball	Colleen Jager	824-0469	Cub Scouts	Rhonda Haywood	824-2295
Cornign Sharks Youth Wrestling	A.J. Rypka	586-1503	Debadoo Dance Lessons	Deb Meets	824-4405
Corning 4H	Cheryl Klarenbach	824-5386	Girl Scouts	Red Bluff Office	528-8655
Corning Junior Rodeo	Bogey/Sue Henderson	824-3777	Men's Softball	Craig Hemping	624-3612
Corning Kiddettes Dance Club	Liz Ross	824-0865	Olive 4H	Cindy Dixon	824-5913
Corning Little League	Chuck Dagen	824-3617	P.A.L	Tom Watson	824-7014
Corning Rockettes Dance Club	Crystal Wooten	824-9781	SERFF	Office of Education	527-5811
Corning Swimming Pool	Jessica Jorgenson	824-7062	Young Marines	Roy Fansler	384-2134
Corning Swim Team	Ronda Holland	824-3699			

If this contact information has changed, please notify the Recreation Office



**ITEM NO: D-3
PRESENTATION OF RECREATION
DEPARTMENT FORMS
JULY 1, 2008**

TO: CORNING RECREATION COMMISSION

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
KIMBERLY L. BECK, RECREATION SUPERVISOR**

SUMMARY:

Appropriate forms must be used to ensure proper registration and liability for recreation participants and the City of Corning Recreation Department.

The volunteer packet was created with the assistance of Police Administrative Secretary Laura Calkins, Police Chief Tony Cardenas, and Administrative Assistant Lisa Linnet. The volunteer packets include an Application form, Personnel and Risk Management Forms, and Live Scan Questionnaire. The Registration and Contract Instructor Forms were received from the Anderson Recreation Department. The Liability Waiver form, used for adult team sports such as basketball, is based upon the forms utilized by the Cities of Willows and Orland.

All of the forms presented have been reviewed and approved by City Attorney Michael Fitzpatrick.

RECOMMENDATION:

RECREATION COMMISSION REVIEW THE ATTACHED CORNING RECREATION DEPARTMENT FORMS RELATING TO REGISTRATION, LIABILITY, VOLUNTEERS, AND CONTRACT INSTRUCTORS.

Volunteer Handbook



Volunteer Rights

Each volunteer for CRD is viewed as an important part of the organization's ability to get the job done. As a volunteer you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the City of Corning:

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training for the job to be done.
- Volunteers are to be informed about any reimbursement policy, i.e. for the use of private cars, etc.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- Volunteers will be recognized for their efforts in providing program services.
- Volunteers will be treated as co-workers.
- Volunteers will know as much about the organization as possible.

Volunteers will be evaluated and receive recognition.

“Promoting a Healthy
Community”

You will make a difference

Code of Ethics for Volunteers

As a volunteer, I realize that I am subject to a Code of Ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do:

- I will keep confidential matters confidential.
- I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards.
- I promise to work with an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.
- I realize that I may have assets that my co-workers may not have and that I should use these to enrich the projects, which we are working on together.
- I realize, also, that I may lack assets that my co-workers have, but I will not let this make me feel inadequate, but will contribute to the team with the assets that I have.
- I understand that I am expected to live up to my work commitment, and I will give ample notice if I cannot fulfill it.
- I believe that my attitude toward volunteer work should be professional; I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Volunteer Handbook

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Overview

CRD'S Volunteer Program is designed to coordinate and manage volunteer efforts that support existing services provided to the community. The program addresses community service needs, while placing special emphasis on CRD'S program priorities.

CRD'S volunteer program is designed to effectively match individuals, businesses and other interested parties in providing volunteer services to departments that have exciting and fun work opportunities.

Mission

CRD'S Volunteer Program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance municipal services.

Objectives

1. To develop a reliable and varied skilled network of human resources to support the delivery of services to the community.
2. To provide opportunities for all segments of the community to participate in CRD'S activities.
3. To bring together volunteer resources and augment CRD'S services including, but not limited to the following areas: recreation and leisure services, park maintenance, special events, seniors, and after-school activities.

Risk Management and Safety

Each registered volunteer is included in CRD'S Risk Management and Safety program. This means that before volunteers begin their service, the direct supervisor is responsible for informing the volunteer of safe work practices, as required for employees. Any injury to the volunteer or losses to any third party, which involved a volunteer must be reported and processed in accordance with existing policies on matters of this nature.

Dress and Appearance

Each volunteer represents CRD to the community residents. Your appearance contributes to the overall impression that our City portrays. Clothing appropriate to a business environment is expected as all volunteers are expected to present an image that is both professional and appropriate to their working conditions.

Recognition

Recognition is not just a way of saying thank you, but a response to individual interest and reasons for being involved. We feel that volunteers are invaluable resources. Various awards, activities and just plain thank you's are another part of our efforts to recognize volunteers for helping make our community a better place to live.

Resignation

Volunteers occasionally choose to leave the program before the completion of their commitments. If, for any reason, you cannot complete your assignment as planned, please inform your supervisor of your decision and try to allow us sufficient time to find a qualified replacement.

For Your Information

Fingerprinting and Background Checks

Depending on the nature of the assignment, some volunteers may be required to be fingerprinted and submit to a background check. You will be informed if fingerprinting is required for your position. Volunteers who do not agree to the required screening may be refused an assignment.

Safety

Safety is everybody's business, and must be given primary importance in every aspect of performing volunteer activities. We want to protect you against injury and illness. Please report all injuries to your supervisor immediately. Also advise staff of any equipment or situation that may pose a safety hazard.

Dismissal

Volunteers who do not adhere to the rules, policies and regulations of CRD, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time. CRD reserves the right to request that a volunteer leave immediately, if circumstances warrant such action.

Workers Compensation

All volunteers are automatically covered under CRD'S Workers Compensation Insurance. Each volunteer is required to read and sign the Workers Compensation Benefits and Workers Compensation-In Case of Injury forms and return them to his/her immediate supervisor. These agreements specify that coverage is available to volunteers and informs them of their legal rights and responsibilities.

Fair Treatment/Problem Solving

If a problem should arise concerning any condition of your volunteer work with CRD, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the Division to which the volunteer is assigned. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the Department, notify the Volunteer Coordinator for CRD, who will attempt to work with the Department and resolve the issue or problem.

Vehicle Usage

Volunteers are not allowed to drive City vehicles in the pursuit of their duties. Volunteers who must use their own vehicles in the pursuit of CRD business will not be covered by CRD against accidents and injury. All drivers are required to possess and submit proof of a current driver's license and auto insurance.

Travel/ Mileage Reimbursement

Volunteers will not normally be eligible for mileage reimbursement.

Policies and Procedures

Orientation and Training

Once a volunteer has been selected to volunteer with a program, they will participate in an orientation designed to inform volunteers about CRD as an organization, its policies, procedures, programs and regulations. This informative session is designed to assist you in your new role as a volunteer with CRD. Orientation will be scheduled at various times, as the need arises.

Placement and Schedules

Work schedules of volunteers are diverse and varied depending on the program and or location of volunteers. Work schedules are flexible and may vary depending on the job that is being done. Volunteers should work with their job supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to their assignment on a scheduled day, the volunteer should notify their job supervisor as soon as possible.

Timesheets

Volunteers shall maintain a timesheet for the purposes of proper timekeeping and recognition. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the job supervisor. Each volunteer is asked to use this form to record their hours each time they report for work. This record is used to determine how service levels have increased and which services volunteers have enhanced. Volunteers might also want to maintain this record to document their experience and commitment.

Volunteer Responsibilities

Every volunteer for CRD has responsibilities that will be reviewed with each volunteer once they begin their new assignment. Supervisory staff is available to review and remind all volunteer staff of the expectations and responsibilities throughout the year. All volunteers are expected to meet these responsibilities:

- Comply with CRD policies, procedures and regulations, particularly those having to do with smoking, alcohol and other substance abuse areas.
- Keep your work commitment.
- Be willing to accept training and participate in other job development activities.
- Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
- Do not use job knowledge or contacts for personal gain.
- Treat customers and co-workers with respect.
- Be aware of policy and procedures, rules and safety rules.
- Be cooperative by accepting instructions, guidance and suggestions from CRD staff.

If you have questions about any of this information you should speak with your immediate supervisor.

Attendance Policy

It is important that volunteers have attendance records. For those times when you are ill and unable to work, call the Supervisor where you are assigned to work as early in the day as possible.

You are expected to always be prompt and punctual. Being late may inconvenience those who are counting on your presence. If you must be late, please notify your staff supervisor in advance. Failure to appear for your shift without notifying your staff supervisor may result in your dismissal from the volunteer program.

Smoking

Smoking is prohibited inside all of CRD'S facilities. Volunteers and employees who wish to smoke may do so outside at a minimum of 200 feet from the building. Please do not smoke in the presence or general vicinity of program participants.

Alcohol

Volunteers shall not consume or possess alcoholic beverages on CRD'S premises, and shall not be under the influence of alcohol while on an assignment. Volunteers who violate this policy are subject to immediate dismissal.

Drugs

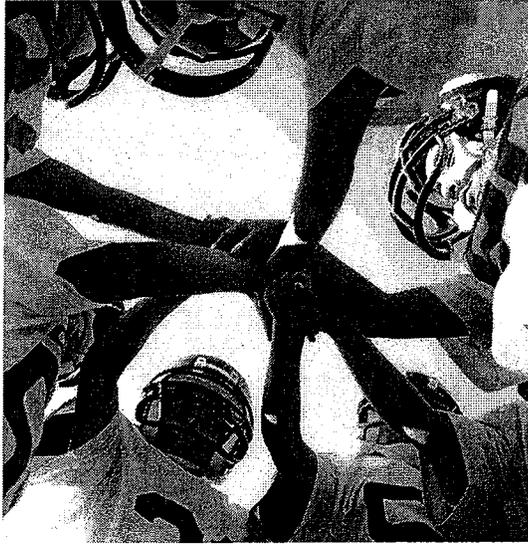
Any volunteer who brings, possesses, is under the influence of, uses, transfers, sells, or attempts to sell illegal drugs on CRD property, or while on City business, at any time, is subject to immediate dismissal.

Congratulations!

And welcome to the Corning Recreation Department (CRD) as a new volunteer. Volunteers are essential in providing quality municipal services to the residents of our community.

It is our goal to recruit, train, utilize and recognize volunteers who help enhance services provided to the community. Now that you have taken the first step and have made a commitment to volunteering, we want to assure you that we will do our best to provide you with a rewarding and meaningful experience, thus creating a better community for you and the residents of Corning.

This handbook was designed to answer questions that you may have about CRD, your responsibilities, and CRD'S expectations of you as a volunteer and other pertinent topics.



ATTENTION: ALL VOLUNTEERS

Thank you for volunteering your services to the Corning Recreation Department. Without your support, our programs could not exist.

All persons applying for a volunteer position must complete the attached forms. Volunteers having supervisory or disciplinary authority over minors are required to submit fingerprints for criminal background screening in compliance with Section 5164 of the Public Resources Code.

Please complete and return the attached Volunteer forms to City of Corning Recreation Supervisor Kimberly Beck at Corning Recreation Department, 1081 Solano Street, Suite D, Corning, CA 96021.

- 1. Volunteer Application**
- 2. Personnel and Risk Management Packet containing the following:**
 - **Harassment Policy**
 - **Pre-Designation from for work related injuries**
 - **City of Corning Personnel Card**
- 3. Live Scan Questionnaire for fingerprints (Only if you will have supervisory authority over a minor)**

We apologize for any inconvenience, however we assure you these policies are in place for the protection of the children involved in our programs.



**CITY OF CORNING
CONTRACTUAL AGREEMENT RECREATIONAL ACTIVITIES**

This agreement made and entered into this _____ day of _____, _____
between the City of Corning through its Parks and Recreation Department, hereafter referred to as "City"
and _____, hereafter referred to as "Instructor."

TERMS OF AGREEMENT

The Instructor agrees to organize and administer a program to be known as _____
for the benefit of the Parks and Recreation Department of the City
of Corning. The Instructor shall be an independent contractor and not an employee of the City and shall
retain the right to organize and conduct the program in the manner he or she has chosen as more
specifically outlined in the proposal submitted to the City and attached hereto. The Instructor is not
restricted to only working for the City but may work for other clients as well. The City does not have the
right to supervise the Instructor nor to dictate how the program is to be conducted. The City only has the
right to terminate the Instructor's services if he or she is not conducting the program in the manner
described in the attached proposal or if the program is being conducted in an unsafe manner.

The instructor will establish a fair fee to be charged each participant, which will cover activity expenses
that include promotional, clerical, material and operational costs with enough built into that fee to
compensate City for the services it will provide. That fee will be apportioned between the City and the
Instructor on a 40%-60% basis. The City will retain 40% of all fees to compensate for the following
services:

1. Advertising and promotional costs.
2. Clerical costs i.e. copies, typing, filing and registration.
3. Facility costs.

The instructor will receive 60% of activity generated revenue to compensate for the
following services:

1. Instructor's time
2. Non-anticipated materials.

Materials for the activity will be purchased prior to the distribution of revenue. Those
material costs will be taken into consideration during the establishment of the activity fee.

The activity will run every _____ at _____ p.m./a.m.

and will run for a period of _____

Activity will begin on _____

Class fee: _____ per student.

I, the undersigned, do acknowledge that the City of Corning provides no medical
coverage for any accidents or injuries that might result from participation in, or
instruction of, any City sponsored activity.

Instructor

Date

Parks and Recreation Director

Date



City of Corning Recreation Department
1081 Solano Street
Corning, CA 96021
(530) 824-7011

REGISTRATION APPLICATION FORM (PLEASE PRINT)

PROGRAM: _____

PARTICIPANT NAME: _____

AGE: _____ **GRADE:** _____ **GENDER:** _____

ADDRESS: _____ **CITY/ZIP:** _____

HOME PHONE: _____ **CELL:** _____ **WORK:** _____

T-SHIRT SIZE: _____

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME: _____ **PHONE:** _____

CORNING RECREATION DEPARTMENT AGREEMENT, WAIVER, & RELEASE:

In consideration for being permitted by the Corning Recreation Department to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge, in advance, the Corning Recreation Department (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents, and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CORNING RECREATION DEPARTMENT, AND I SIGN IT OF MY FREE WILL.

PARENTAL CONSENT (To be completed and signed by parent/guardian if participant is under 18 years of age)

I hereby consent that my son/daughter _____, participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or injury or property damage that said minor may sustain while participating in said activity.

PARTICIPANT (OR PARENT/GUARDIAN) SIGNATURE

DATE



Corning Recreation Department Registration 2008

Name _____ Age _____

School _____ Grade _____

Parent/Guardian _____

Address _____

Phone: Home _____ Work _____

Players T-Shirt Size (Please Circle One) Youth: S M L Adult: S M L XL

CHILD'S EMERGENCY INFORMATION/RELEASE OF LIABILITY

Any Allergies _____

Special Instructions _____

Emergency Contact Person _____

Emergency Contact Person Telephone _____

I, the undersigned understand that the City of Corning, Corning High School, Corning Union High School District or other program sponsors do not provide medical insurance for any accident or injuries that might result from participation in the city's recreation program. I personally assume liability for any injuries that might occur to my child during this trip/activity. Authorization to consent to emergency treatment of minor (I)/(We), the undersigned parent(s) of _____, a minor do hereby authorize the City of Corning and/or Corning Union High School District as agent(s) for the undersigned in our absence, to consent to x-ray examination, anesthetic, medical or surgical diagnosis or treatment; hospital care which is deemed advisable by and is rendered to under the general or special supervision and upon the advice of any physician and surgeon licensed under the MEDICAL ACT, whether such diagnosis or treatment rendered at the office of said physician or at any licensed medical facility. It is understood this authorization is given in advance of specific diagnosis, treatment or hospital care required but is given to provide authority and power on the part of aforesaid agent(s) to give specific consent in any medical emergency to any and all diagnosis, treatment or hospital care which forementioned physician in the exercise of best judgment may deem advisable. The authorization is given pursuant to the provision of Section 25.8 of the Civil Code of California.

This authorization shall remain in effect until revoked in writing and delivered to said agent(s).

Signature _____ Date _____

Registration can be mailed to: Corning Recreation Department, 794 Third St., Corning, CA 96021. For more information call Corning Recreation Department, 824-7011



CORNING RECREATION DEPARTMENT
1081 SOLANO STREET
CORNING, CA 96021
(530) 824-7011

LIABILITY WAIVER

By my signature here I attest that I have read the league rules, and I have also read this statement and waive any and all claims and release the City of Corning, contracted officials, supervisors, sponsors, and the Corning Public Schools from any and all injuries I might suffer as a result of participation in _____ (list program). I am aware that said program could be a dangerous activity. I further attest that I will take responsibility to ensure that I am physically fit to participate in this activity.

OFFICIAL ROSTER (Please Print)

FORM MUST BE COMPLETED BY EACH PARTICIPANT - NOT BY THE CAPTAIN

PRINT NAME	ADDRESS & PHONE	DATE	SIGNATURE

FEES MUST BE PAID AT THE TIME THIS FORM IS TURNED IN

Team Name: _____

Contact Person: _____ Phone: _____ Alt. Phone: _____

Address: _____ City: _____ Zip: _____

**ITEM NO: D-4
PRESENTATION OF APPROVED
FACILITIES MAINTENANCE
AGREEMENT BETWEEN THE CITY AND
THE ELEMENTARY AND HIGH SCHOOL
DISTRICT'S.
JULY 1, 2008**

TO: CORNING RECREATION COMMISSION

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
KIMBERLY L. BECK, RECREATION SUPERVISOR**

SUMMARY:

The Facilities Use Agreement has been presented and approved by the City Council after considerable review by both District Superintendents, their legal advisors, City Staff and the City Attorney.

RECOMMENDATION:

RECREATION COMMISSION REVIEW THE ATTACHED FACILITIES USE AGREEMENT PRESENTED FOR CITY COUNCIL APPROVAL ON JUNE 10, 2008.

Corning Union Elementary School District FACILITIES USE AGREEMENT

THIS FACILITIES USE AGREEMENT is dated as of May 23, 2008 by and between CORNING UNION ELEMENTARY SCHOOL DISTRICT, a public school district organized and existing pursuant to California law, ("District") and the CITY OF CORNING, a California municipal corporation ("City"), with respect to the following facts:

- A. Education Code section 10900, *et seq.*, authorizes public school districts and municipalities to cooperate with each other for the purposes of providing meaningful leisure and educational opportunities, and toward that end enter into agreements with each other for the purpose of organizing, promoting and conducting such programs of community recreation and education objectives for children and adult citizens of the State. Worthwhile recreational activity contributes to the well being of individuals and, in turn to the progress of society, provision of meaningful leisure opportunities can be properly recognized as a governmental service.
- B. The City, to the extent provided in this Agreement, desires to use the facilities of the District for its recreational and educational programs and other community programs. The use of these facilities shall be limited to after-school hours subject to the District's exclusive primary use rights as set forth in this Agreement. The City intends to operate recreational and educational programs for youth and adults and conduct other community services using the facilities owned by the District. The parties intend that the City use of the District's facilities shall be limited to after-school-hours, weekends, and any non-operational hours, as set forth the in this Agreement. The City shall comply with all rules, regulations and security measures that are adopted by the District to provide for the safety of students during regularly scheduled school hours and District and School activities, including providing adequate staff to properly supervise the City's activities. Such rules, regulations and security measures must include requirement compliance with Education Code, including, but not limited to such things as Tobacco and Drug Free Zone.
- C. The District's facilities which are the subject of this agreement are described in Exhibit A to this agreement and shall hereafter be referred to as "Facilities." Facilities are intended for the District's exclusive use, however the City may use Facilities during after-school hours subject to a prior scheduling agreement that is acceptable to the District. Subject to the foregoing, the District shall be responsible for reasonably establishing and maintaining the schedule for the use of the Facilities. For purposes of this section, the District shall have the right to pre-empt all Facility use with reasonable notification to the City.

other party. Either party shall have the right to request a meeting to discuss any necessary revisions to the schedule.

2.3 Safety of Users / Responsibility for Staffing and Operating the Facilities

The City is responsible for the safety of its users and the operation and staffing of the Facilities during the time City is using the facilities. The District shall provide training on safety and crisis plans for all involved sites used by the City at the commencement of each Term on a mutually agreeable training schedule. Both parties shall have the responsibility to inspect the Facilities for dangerous conditions of property prior to that party's use to ensure the property is safe to use. Dangerous conditions shall be repaired or adequate warning signs shall be installed before use.

Article III

TERM OF AGREEMENT

3.1 Term

The initial term of this Agreement shall be one (1) year, or until June 30, 2009. If the City has not defaulted under this Agreement after notice and expiration of any applicable cure period during the prior twelve (12) month period, the City shall have the right to extend the term of this Agreement annually. The City shall provide notice to the District no later than six (6) months prior to the expiration of the annual term of this Agreement, or any extension thereof, that the City desires to renew. The maximum duration of successive terms shall in no event exceed one (1) year unless otherwise agreed in writing between the parties. This Agreement will be reviewed every year to maintain accurate information and to make current any change in administration.

3.2 Expiration and Termination

In addition to any other grounds for termination of this Agreement set forth herein, this Agreement shall terminate upon expiration of the initial term of the Agreement without extension thereof, or upon expiration of any extension to the initial term without additional extensions thereof ("Expiration"). Notwithstanding any other provisions of this Agreement, the District may terminate this Agreement prior to the Expiration in the event the Board, in its sole discretion, determines to close the Schools, either permanently or temporarily, for a period exceeding one (1) school year. Notwithstanding the foregoing, either party may terminate this Agreement for convenience by providing the other party with at least sixty (60) days written notice of such termination.

3.3 Equipment and Fixtures

Prior to the Expiration, the City may remove any equipment and non-fixture furnishings that are not permanently attached to the Facilities or the School grounds, the cost of which was paid by the City ("Furnishings"). Any Furnishings and other personal property remaining within, on or at the Facilities after Expiration shall be deemed the sole property of the District. The City may not, without the express prior written permission of the District, remove any

and shall ensure its completion in such time as to preclude any interference with the District's educational and recreational programs. If, after the conclusion of an event, activity, or program sponsored or conducted by the City, the City fails to perform the necessary cleaning of the Facilities to ensure its completion in such time as to preclude any interference with the District's educational and recreational programs, the District shall bill City the reasonable cost thereof of having such work completed by others. City shall reimburse to the District one hundred percent (100%) of the reasonable cost to the District of any such janitorial services.

- (b) The District shall be responsible for performing all other routine maintenance, repairs, and cleaning of the Facilities.
- (c) The District shall be responsible for, and shall pay for the cost of, any capital improvements or replacements (excluding replacements resulting from damage caused by City's use of Facilities), which for purposes of this Agreement are defined as:
 - (A) any building additions;
 - (B) other than normal repair and maintenance, any reconstruction, renovation, or replacement of (i) building structural members; roof or roofing materials, or (ii) electrical, plumbing, and other utility systems; and
 - (C) any repairs of damage for which the District has received insurance proceeds and any repairs that must be capitalized pursuant to generally-accepted accounting principles.

4.4. Responsibility for Damage

The City shall be responsible for the repair of any damage to the Facilities due to, or as a result of, the City's use of such facilities. The repairs shall be sufficient to restore the damaged item to its condition prior to such damage. The City shall ensure that such repairs are made within a reasonable time after the damage occurs. The District shall be responsible for the repair of the Facilities damaged due to, or as a result of, the District's use of the Facilities. District shall also be responsible for the repair of any damage arising from casualty or event that is covered by insurance excepting any damage caused by the City or any of its invitees, representatives, employees, volunteers, or administrators. Should Facilities require repair that results from the increase of use by the City over time, both parties agree to share in the cost of the repair of Facilities. This shared cost shall be based on an amount mutually agreed upon at least one (1) year in advance of said repair and be limited to repair of floors, basketball backboards, furniture, playground equipment, playing fields and such other items as mutually agreed to by the parties.

Article VI

INSURANCE

6.1 Liability Insurance Policy

Each party shall obtain, and shall maintain, at its own cost and expense, for the term of this Agreement, a policy of commercial general liability insurance ("Policy"), written on an "occurrence" basis, with a combined single limit of no less than five million dollars (\$5,000,000) per occurrence covering claims for bodily injury, including death, property damage, and damages that may arise out of or result from actions taken by such party, or any of its directors, officers, employees, agents, volunteers, invitees, or contractors, or any person directly or indirectly employed by any of them. For purposes of this agreement, it is understood that the City insurance will be primary insured for City sponsored events with the District as additional insured, and the District will be primary insured for all District events. The coverage provider shall be subject to each party's reasonable approval. Any deductible shall be the responsibility of, and paid by the insuring party with the deductible. Each party shall have the right of reasonable approval over any policy of insurance obtained by the other party to satisfy the requirements of this Article.

6.2 Reconstruction, Replacement, or Repair

The District is responsible for keeping the Facilities in good repair and insured against loss for the entire term of this agreement. During the term of this Agreement, if all or any portion of the Facilities is destroyed or damaged, the District shall be entitled to retain all insurance proceeds related thereto. Notwithstanding the foregoing, the City shall be entitled to retain all insurance proceeds attributed to the City's Furnishings or other personal property not permanently attached to the Facilities obtained as a result of any insurance coverage separately maintained by the City.

6.3 Worker's Compensation Insurance

Each party shall, in accordance with all applicable laws, rules, and regulations, including section 3700 et seq. of the Labor Code, obtain and maintain in full force and effect during the term of this Agreement a policy of workers' compensation insurance. Such workers' compensation insurance shall provide coverage for all of such party's employees, agents, and volunteers, if applicable, who will be undertaking any actions on behalf of such party pursuant to this Agreement in or upon the Facilities.

6.4 Certificates of Insurance

Prior to any use by City of District facilities pursuant to this Agreement, each party shall provide to the other party copies of all Memoranda of Coverage or all insurance policies required to be obtained pursuant to this agreement, and copies of the certificates of coverage issued by the insured or the JPA evidencing that the City has obtained such coverage. The Certificate of Coverage shall request that

DISTRICT:

Corning Union Elementary School District
1590 South Street
Corning, CA. 96021
Attention: Superintendent

CITY:

City of Corning
794 Third Street
Corning, CA. 96021
Attention: City Administrator

7.4 Reports

The City shall file with the District, periodically, and at all times agreed upon by representatives of the City, written reports describing the nature and the extent of the services provided by the City pursuant to this Agreement. Such reports shall be in sufficient detail so as to allow a representative of the District and interested members of the public to review the same and determine the manner and extent of the services provided and whether the rendering of such services meets the minimum services required to be provided by the City pursuant to this Agreement.

7.5 Assignment and Delegation

The City shall not assign any right or delegate any duty in this Agreement without the written consent of the District.

7.6 Governing Law and Venue

This Agreement and all rights and obligations arising out of it shall be construed in accordance with the laws of the State of California, and any arbitration, mediation, litigation, or other proceeding arising out of this Agreement shall be conducted only in the County of Tehama unless otherwise agreed by the parties.

7.7 Interpretation

In interpreting this Agreement, it shall be deemed to have been prepared by the parties jointly and no ambiguity shall be resolved against either party on the premise that it or its attorneys was responsible for drafting this Agreement or any provision hereof. The captions and headings set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Article, Section, or other provisions of this Agreement. Any reference in this Agreement to an Article or Section, unless specified otherwise, shall be a reference to an Article or Section of this Agreement. Where required by context in this Agreement, any reference in the singular sense shall include the plural, and any reference in the plural sense shall include the singular.

void, or against public policy, the remaining Articles, Sections, provisions, paragraphs, sentences, clauses, and phrases contained herein shall not be affected thereby.

7.14 Counterparts

This Agreement may be signed in one or more counterparts, which taken together, shall constitute one original document.

7.15 Due Authority

Each individual signing this Agreement warrants and represents that he or she has been authorized by appropriate action of the party which he or she represents to enter into this Agreement on behalf of that party.

7.16 Recital and Exhibits

All Recitals stated herein and all Exhibits attached hereto or referenced herein are incorporated as effective and operative parts of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives as follows:

CORNING UNION ELEMENTARY SCHOOL DISTRICT

By: _____
Stephen Kelish
Superintendent

CITY OF CORNING

By: _____

APPROVED AS TO FORM

By: _____

EXHIBIT B

Dance

Basketball

Volleyball

Karate

Hitting Camps

Fitness Camps

Open Gyms

Tennis

Flag Football

Softball

Soccer

Arts and Crafts

Computer Classes

**ITEM NO: D-5
PROPOSED ADDITIONAL
RECREATION PROGRAMS
JULY 1, 2008**

TO: CORNING RECREATION COMMISSION

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
KIMBERLY L. BECK, RECREATION SUPERVISOR**

SUMMARY:

Various community members and organizations have contacted recreation Supervisor Kimberly Beck with suggestions for additional winter recreation programs. The programs suggested are:

1. 3-on-3 Basketball tournaments.
2. Women's Basketball.
3. A co-ed Volleyball League.
4. A scrap-booking class.
5. Imagination Station.
6. Dance.
7. Field Trips.
8. "Mommy and Me" Walking Class.
9. Adult Flag Football.
10. Youth Flag Football.
11. Knitting Class (Scarves).
12. Slow Break Basketball (35-years and older).

RECOMMENDATION:

**RECREATION COMMISSION REVIEW AND CONSIDER PROPOSED
PROGRAMS DISCUSSED DURING THE MEETING FOR RECOMMENDATION
TO CITY COUNCIL**