

CMRC Standard Operating Procedures

ARTICLE I – PROGRAM SEASONS

SECTION 1: SEASON SCHEDULES

1. “In Season” Soccer season will be from August 1 – Nov. 24
2. “In Season” Lacrosse will be from March 1- June 15
3. “In Season” Baseball season will be April 1 – July 31
4. “In Season” Softball season will be April 1 – June 15
5. “In Season” Basketball will be from Nov. 25 – March 1
6. “In Season” Field Hockey will be from August 1 – Nov. 15

SECTION 2: PROGRAM SCHEDULES

1. All “In Season” and “Out of Season” program schedules must be shared with CMRC Board of Directors and Baltimore County Recreation and Parks (BCR&P) Community Supervisor for approval prior to the start of the session, season, activity, clinic, etc. to facilitate the efficient use of facilities for all programs.
2. Programs shall request space in county-operated facilities at least 45 days in advance of the start of the season.

SECTION 3: FACILITY / FIELD USE

1. In Season programs will have the first right to facilities and fields, in proportion to their registration needs so “Out of Season” programs may operate in proportion to their registration needs. If individual program Chairpersons cannot agree to an equitable use of facilities and fields the decision will be made by the CMRC executive board of directors with input from the BCR&P Community Supervisor.

SECTION 4: OPERATING OUTSIDE OF ‘IN SEASON’ ACTIVITIES

1. Any and all sessions, clinic, activities, etc. held outside of the “In Season” requires the following:
 - a. CMRC Board of Directors Approval
 - b. Registration of every participant in the approved CMRC registration system.
 - c. BCR&P approved Facility or Field permit for the submitted schedule(s)
 - d. The collection of appropriate registration fees etc. via the CMRC approved registration system.

ARTICLE II – APPROPRIATE USE OF COUNCIL-OWNED EQUIPMENT

SECTION 1: FIELD LIGHTS

1. JES field lights may only be used when the sun will set during an event or has already set. Lights are not to be turned on until 1 hour before sunset.

SECTION 2: PERMANENT BASES

1. To preserve baseball and softball fields permanent bases will not be put in place until April 1 and will be removed by June 21.

SECTION 3: GRASS FIELD USE

1. To preserve grass fields and CMRC goals at all CMRC permitted facilities, permanent full sized soccer goals will not be put on the fields until Mid-August and will be removed by Nov. 30 every year.
2. To preserve grass fields and CMRC goals at all CMRC permitted facilities, permanent full sized Field Hockey goals will not be put on the fields until Mid-August and will be removed by Nov. 21 every year.
3. To preserve grass fields and CMRC goals at all CMRC permitted facilities, permanent full sized Lacrosse goals will not be put on the fields until mid-March and will be removed by June 21 every year.

SECTION 4: PERMANENT AND TEMPORARY GOALS

1. All clinics, camps, and short-term sessions for Lacrosse, Soccer, or Field Hockey that are held outside of the above timeframes will use portable pop-up goals. If the sessions are for more than 3 consecutive days permanent goals may be put in place one day prior to the start of the sessions and removed no later than one day after the last day. Out of season camps/sessions may run no longer than 4 consecutive days.

ARTICLE III – SOCIAL MEDIA ACCOUNTS

SECTION 1: ACCOUNT ACCESS

1. Any/all social media accounts linked to any CMRC permitted program must be partially controlled and accessible by at least one active volunteer board member of the program. Paid BCR&P employees, technical directors, bookkeepers, coaches, etc. may not have exclusive control and access to any such social media or email accounts.

SECTION 2: CONTENT

1. CMRC program chairs and program board members are responsible for the content of the social media account(s) and will be held accountable and are subject to discipline by the CMRC Executive Board of Directors for all posted content on their social media site. Disciplinary action may include but is not limited to probation, suspension, or permanent expulsion.

ARTICLE IV – GRIEVANCES

SECTION 1: DEFINITION

1. A grievance is defined as a dispute concerning:

- a. the application or interpretation of the terms of the Bylaws;
- b. an alleged violation, misinterpretation, or misapplication of the rules, regulations or practices identified in the Standard Operating Procedures documents.

SECTION 2: GRIEVANCE PROCEDURE

1. Grievances shall be presented and adjusted in the following manner:
 - a. *Step 1:* A written grievance must be presented to the Program Chair and/or Program Board of Directors within thirty (30) days from the date when the grievant knew or should have known of the event giving rise to the grievance. The Program Chair, Program Board of Directors, or program designee shall provide a written response as soon as possible but no later than thirty (30) days of receipt of the grievance. If the grievant is not satisfied with the response, or no response is given, the grievance may be appealed to Step 2. The appeal to Step 2 must be in writing and submitted to the CMRC Executive Board, who will appoint an impartial party responsible for resolution, known as the “CMRC Designee.”
 - b. *Step 2:* Upon receipt of a written appeal from Step 1, the CMRC Designee shall provide a written response within twenty-one (21) days of receipt of the grievance. If the grievant is not satisfied with the response, or no response is given, the grievance may be appealed to Step 3. The appeal to Step 3 must be in writing and submitted to the CMRC Executive Board within fifteen (15) days of the receipt of the CMRC Designee’s written response or the deadline for receipt of that response.
 - c. *Step 3:* Upon receipt of a written appeal from Step 2, the CMRC Executive Board shall meet with the grievant within ten (10) days to discuss the grievance. The CMRC Executive Board shall provide a written response to the grievance within thirty (30) days of the meeting. Decisions rendered by the CMRC Executive Board are final.

ARTICLE V – ALCOHOL

SECTION 1: No CMRC or CMRC program funds may be used to purchase alcohol.

ARTICLE VI – AGE GROUP CRITERIA

SECTION 1: YOUTH AND ADULT AGE GROUP CRITERIA:

1. CMRC youth program participants must be a current high school student and/or 19 years of age or younger at the start of the season to participate in a youth program. They are otherwise deemed an adult and may only participate in adult programs.

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