

Introduced/1<sup>st</sup> Reading: 08/11/14  
Second Read/Public Hrg.: 10/20/14  
Adopted: 10/20/14

**ORDINANCE 2006-08 (A)**  
***AN AMENDMENT TO THE MUNICIPAL CODE, TITLE I, CHAPTER XXIII, RELATING TO APPROVAL OF SANCTIONED RECREATION GROUPS***

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***WHEREAS*** the Town of Londonderry owns and manages many recreation facilities; and,

***WHEREAS*** the Londonderry Recreation Commission does not directly manage many recreation programs and consequently receives numerous requests from youth and adult groups to utilize Town recreation facilities; and,

***WHEREAS*** a policy is necessary to ensure that facilities are utilized in a safe and efficient manner;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title I, Chapter XXIII, Approval of Sanctioned Recreation Groups, is hereby adopted as attached, effective six months from the adoption date.

Tom Dolan - Chairman  
Town Council



Sherry Farrell  
Town Clerk

(TOWN SEAL)

***A TRUE COPY ATTEST:***  
***10/20/2014***



**Chapter XXIII - APPROVAL OF SANCTIONED RECREATION GROUPS**

**SECTION I PURPOSE**

- A. The Town of Londonderry owns and manages many recreational facilities, however, the Town does not operate many recreation programs. Youth and Adult programs are organized and managed by various non-profit groups. To ensure that town facilities are utilized in a safe manner for the benefit of town residents, the Town Council has adopted the following guidelines when recognizing Sanctioned groups.

**SECTION II AUTHORITY**

- A. This policy is authorized under Article 3, Section 3.12 of the Town of Londonderry Charter.

**SECTION III APPLICATION**

- A. All groups looking to be sanctioned must apply with the Recreation Commission. All applications and recommendations of the Committee will be forwarded to the Town Council for consideration.
- B. Recognition by the Recreation Commission does not guarantee exclusivity to times or locations of any facility.
- C. Upon approval of an Sanctioned Group by the Town Council, that Group is eligible to utilize town recreation facilities pursuant to the use and scheduling policies and practices as promulgated by the Recreation Commission.

**SECTION IV ELIGIBILITY CRITERIA**

- A. In order to be considered eligible for approval as an Sanctioned Recreation Group, the following guidelines shall be met:
  - 1. A minimum 80% of the participants are residents of Londonderry and the program is available to all age-appropriate Londonderry residents. The participation ratio applies to all teams in an organization.
  - 2. A majority of the coaches/supervisors are residents of Londonderry.
  - 3. The governing body consists of Londonderry residents
  - 4. In recognition of the limited availability of facilities and the desire to avoid

scheduling conflicts, all groups must demonstrate that the program offering is new or unique to the Town, and if not, justification for starting a similar program.

5. All groups must demonstrate that the program is not temporary, but is designed to continue to provide recreational opportunities for an indefinite period.
  6. All groups must demonstrate that the program has been well planned and will be properly supervised, as set forth in the group's Articles of Agreement (if a fund-raising group), By-Laws and Code of Conduct. The charters of each organization should clearly reflect the goals of the group and should mirror the charter granted by the Town Council. Each organization must adhere to the guidelines of the resolutions approved by the town council.
  7. All groups must demonstrate that they have the proper framework for leadership, and that the coaches/supervisors will provide this leadership.
  8. All groups must demonstrate that the group is non-profit and does not have any outstanding obligations to the Town and has the ability to financially support the group's activities.
  9. All Sanctioned groups must comply with all the rules set forth by the Recreation Commission regarding the usage of facilities. No changes can be made to the use of fields without the prior approval of the Recreation Commission.
  10. The facilities exist to accommodate the new activity.
  11. Once sanctioned, all groups must comply with all of the rules set forth within this eligibility criteria section.
  12. Sanctioned groups may not enter into any contracts with, or give permission to, any other unsanctioned group for use any of the fields. All field use will be arranged through the recreation commission to sanctioned groups only.
- B. Fund-Raising Groups – In addition to meeting the Eligibility Requirements as set forth in Section IV. A, Recreational Groups which seek donations and/or financial assistance to support their activities shall be required to meet the following requirements:
1. Any fund-raising recreational group has been registered as a Volunteer Corporation with the New Hampshire Secretary of State, in accordance with RSA 292, and remains in good standing.
  2. Once sanctioned by the Town Council, all Fund-Raising Groups must maintain the following documents with the Commission (documents must be current to demonstrate a group's good standing with the appropriate agencies):
    - Articles of Agreement

- By-Laws
  - Code of Conduct
  - IRS Filings (if applicable)
  - State of New Hampshire Filings with Secretary of State and/or Attorney General's Office, Charitable Trust Division
  - Current board of directors with contact information (title, name, address, phone number and e-mail)
  - Proof of Insurance
  - Membership/enrollment total broken down by town
- C. Other Independent Groups - Once sanctioned by the Town Council, all non-fund raising, independent groups must maintain the following documents with the Commission (documents must be current to demonstrate a group's good standing with the appropriate agencies):
- By-Laws
  - Code of Conduct
  - IRS Filings (if applicable)
  - State of New Hampshire Filings with Secretary of State and/or Attorney General's Office, Charitable Trust Division (if applicable)
  - Current board of directors with contact information (title, name, address, phone number and e-mail)
  - Proof of Insurance
  - Membership/enrollment total broken down by town
- D. Exemptions to the Sanctioning Process – It is hereby recognized that the Recreation Commission may organize, sponsor and/or coordinate a number of recreational activities, with said activities not falling within the definition of Section IV. B or C. These activities shall be exempt from the Sanctioning process. Examples, for illustrative purposes only, may include:
- Youth Camps
  - Skills Training
  - Coaches' Training
  - Open pick up type adult activities (e.g.. free play basketball, coed volleyball, line dancing, ballroom dancing)
- E. Effective Date shall be six months after the adoption date.

*~~End of Chapter~~*