

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

RECREATION COMMITTEE

May 19, 2016 \* 5:30 PM \* Park View Room  
AGENDA

**1. Call meeting to order**

**2. Approve minutes from April 21, 2016 meeting**

*Documents:*

[RC042116md.pdf](#)

**3. Review and approve Code of Conduct**

*Documents:*

[Code of Conduct.pdf](#)

**4. Review Tennis Policy Update from Fall of 2015**

*Documents:*

[Tennis Reservations.pdf](#)

**5. Review & possible recommendation regarding cross-access between 12700 Bluemound Rd and "Southeast Facility"**

*Documents:*

[Annex Cross Access Area.pdf](#)

**6. Other Business**

**7. Adjourn**

requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

**NOTICE:** It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

RECREATION COMMITTEE  
MEETING MINUTES

April 21, 2016, 5:30 P.M., Park View Room

1.) Call meeting to order

Trustee Kujawa called the meeting to order at 5:33pm.

Present: Trustee Patty Kujawa, Trustee Tom Michalski, Dr. Sue Retzack, Mr. Dick Hinchcliffe, and Mr. Tobias Wolf

Also Present: Ms. Erin Cross, Recreation Director

2.) Approval of minutes from February 18, 2016 meeting

Mr. Dick Hinchcliffe moved and Dr. Sue Retzack seconded approval of the March 17, 2016 meeting minutes as presented. The motion carried 5-0.

3.) 2016 Summer Booklet

Ms. Erin Cross noted that the Summer Recreation Guide had been sent out to residents at the beginning of April. We continue to hear lots of positive feedback regarding the change in size and format.

4.) Tennis Lights Update

Ms. Erin Cross stated that the lights for the tennis courts and pool have arrived, and we have been in contact with the installers to try to determine an installation date.

5.) Code of Conduct

Per last meeting, Ms. Erin Cross presented the committee with the current code of conduct. The committee stated that this document seemed too lengthy for posting, and a shorter supplemental document should be created for posting throughout the park. Additional discussion was had regarding alcohol consumption in the park, especially on Tunes on Tuesdays. This concern will be passed on to Public Safety.

6.) Other Business

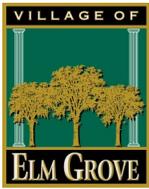
Mr. Tobias Wolf noted that he will soon be moving and may likely no longer be serving on the Recreation Committee.

7.) Adjourn

Trustee Tom Michalski moved and Mr. Tobias Wolf seconded approval to adjourn. The motion carried 5-0. The meeting adjourned at 5:52pm

Respectfully Submitted,

Erin M. Cross, Recreation Director



# Recreation Department Conduct Policy

The purpose of the Parks and Recreation Conduct Policy is to ensure a safe, secure, and enjoyable environment for all users of Elm Grove Parks and Recreation programs and facilities. The policy governs conduct at all Parks and Recreation managed facilities.

Any conduct, behavior, or activity that endangers the welfare, safety, and/or comfort of other patrons will not be tolerated. Examples of such actions include, but are not limited to:

- Threatening or intimidating actions towards others
- Disrespectfulness or rudeness towards other patrons or Park and Recreation staff members
- Disrupting or preventing the orderly conduct of any organized recreation program or service
- Use of derogatory or offensive language, such as racial or ethnic slurs
- Profane, vulgar or abusive language
- Fighting, rough play and/or physical contact with another patron or Parks and Recreation staff member
- Engaging in unsportsmanlike behavior or conduct with any player, coach, parent, spectator, game official, or participant.
- Deceptive acts to access any facility, such as using an assumed name or assisting others in gaining entrance.
- Failing to cooperate and respond honestly to inquiries or requests for assistance in identifying individuals who may be involved in an incident.

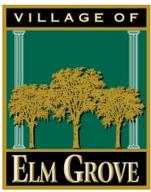
Anyone who commits, incites or aides other in committing any of the above listed action or behaviors or who shows disregard for specific facility or park rules, regulations and policies shall be subject to the following levels of disciplinary action:

- Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:
  - o A verbal warning
  - o A suspension of the right to participate in the activity for a period of time
  - o A permanent suspension from the program for failure to correct behavior for repeat violations of this code.
- Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others or their property may result in :
  - o A one month suspension
  - o A sixth month suspension
  - o A permanent suspension from the program

The Recreation Director and Village Manager will determine the level of disciplinary action necessary depending on the specific circumstances and severity of each incident of misconduct. Notification of parents or guardians will be attempted if the offender is younger than 18 years old. Restitution may be required in incidents involving theft or damage of property, facilities or equipment.

Any misconduct, actions, or situations that are not specifically covered by the above provisions will be dealt with by the Recreation Director and Village Manager using the levels of disciplinary action previously stated.

Appeal of any disciplinary action may be made to the Village's Recreation Committee.



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Any conduct, behavior, or activity that endangers the welfare, safety, and/or comfort of other patrons will not be tolerated. Examples of such actions include, but are not limited to:

- 1) Threatening or intimidating actions towards others.
- 2) Disrespectful behavior towards others.
- 3) Disrupting the orderly conduct of any organized recreation program or service.
- 4) Use of derogatory, offensive, or profane language.
- 5) Fighting and/or physical contact with others.
- 6) Engaging in unsportsmanlike behavior.
- 7) Deceptive acts to access any facility.
- 8) Failing to cooperate and respond honestly to inquiries in identifying individuals who may be involved in an incident.

## Consequences

Anyone who commits, incites or aides other in committing any of the above listed action or behaviors or who shows disregard for specific facility or park rules, regulations and policies shall be subject to the following levels of disciplinary action:

- Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:
  - o A verbal warning
  - o A suspension of the right to participate in the activity for a period of time
  - o A permanent suspension from the program for failure to correct behavior for repeat violations of this code.
- Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others or their property may result in :
  - o A one month suspension
  - o A sixth month suspension
  - o A permanent suspension from the program

# VILLAGE OF ELM GROVE RECREATION DEPARTMENT TENNIS COURT RESERVATION POLICY

All courts are open for play on a first come, first serve basis, except when reserved or when they are in use by the Elm Grove Recreation Department. Open court use is limited to one-hour periods if other players are waiting to use the courts. Any players or group holding a Recreation Department reservation permit have priority for the reserved court. Reserved courts will not be held for more than 10 minutes. Please be advised that there are no refunds of fees. Furthermore, no profitable private instruction other than that provided by the Elm Grove Recreation Department is allowed within Village Park, including the tennis court facilities. Please check the summer brochure or the pool house for lesson schedules.

Resident and Non-resident reservations will begin after May 1st.

## **Priorities for Reservation:**

- 1) Recreation sponsored programs: group or private lessons, leagues, and tournaments.
- 2) Elm Grove Tennis Club\*: state league matches, practices, tournaments and socials. A maximum of six courts can be utilized at any given time by the Elm Grove Tennis Club.
- 3) High schools and colleges\*: scheduled matches and practices. A maximum of six courts can be utilized at any given time.
- 4) Elm Grove Residents.
- 5) Non-residents.

\*With regards to special events, the Elm Grove Recreation Department may use discretion in making an exception to the maximum number of courts allowed to be rented at a given time. When an exception is made, notification will be posted at the tennis courts 7 days prior to the special event.

## **Application/Fees**

**Elm Grove Tennis Club** reservations will be accepted in writing beginning Jan 1 of the year. The Recreation Director will make the schedule with the men's and women's team coordinators when the match dates are released. The reservation fee is \$2.00/court/hour.

**High school and college** reservations will be accepted in writing on a first come, first serve basis. The reservation fee for private schools is \$3.00/court/hour; Elmbrook school district uses courts free of charge.

**Individual** reservations may be made in person at the pool house, please check the summer brochure for pool house hours. If the pool is not open, please contact the Recreation Director at Village Hall. Advanced reservations may be made up to one week in advance. The reservation fee is \$5.00/court/hour. There are no refunds of fees.

**All reservations must obey all park rules and Village ordinances.**

