



Mississippi Recreation
and Parks Association

Administrative Manual



MRPA Administration Manual	Policy #	1.0
Section 1	Effective Date:	
Board of Directors	Supercedes:	

**MRPA Elected Officers and Directors
2007-2008**

President

– Don Lewis 662- 841-6440 dlewis@ci.tupelo.ms.us

President-Elect

– Ramie Ford 601-432-2218 ramief@mdwfp.state.ms.us

Past-President

– Michael Taggart 601-825-3047 mtaggart@ci.Brandon.ms.us

Treasurer

– Ann Jones 601-545-4624 grndmnt@hattiesburgms.com

State Athletic Committee Chair

– Lee Pickett 601-825-3047 lpickett@ci.Brandon.ms.us

State Awards Committee Chair

– Michelle Burrell (601) 437-3827 michelleburrell@ccmsgov.us
– Leigh Ann Mallory(662) 841-6440 lmallory@ci.tupelo.ms.us

State Educational/Professional Development Committee Chair

– Ramie Ford 601-432-2218 ramief@mdwfp.state.ms.us

Certification Board Chair

– David D’Aquilla 228-868-5881 ddaquilla@ci.gulfport.ms.us

Hershey Track and Field

– Larry Davis 228-868-5889 ldavis@ci.gulfport.ms.us

Therapeutic Representative

–

Nominations/Elections

– Chris Chance (601) 853-2011 chris.chance@ridgelandms.org

Disaster Relief Committee

– Wendy Bourdin 601-853-2011 Wendy.Bourdin@ridgelandms.org

Student Development

– Gregor Kay 601-266-6223 gregor.kay@usm.edu

Southern Regional Representative

– Bubba Robinson 662-232-2390 brrobins@dixie-net.com

Executive Director

– Lamar Evans (601) 582-3361 info@aboutmrpa.org

District I

District Representative

– Will McNeer 662-893-5219 will@obms.us.

Vice District Representative

– Alex Farned 662-841-6440 afarned@ci.tupelo.ms.us

Athletic Representative

– Teresa Bagwell 662-489-1882 tbagwell@ci.pontotoc.ms.us

Secretary



MRPA Administration Manual	Policy #	1.0
Section 1	Effective Date:	
Board of Directors	Supercedes:	

– Leigh Ann Mallory 662-841-6440

Educational/Professional

– Roger Short 662-327-4935 clraroger@cableone.net

TR Representative

–

Awards Representative

– Al Rayburn 662-489-1882 arayburn@ci.pontotoc.ms.us

District II

District Representative

– Wendy Bourdin 601-853-2011 Wendy.Bourdin@ridgelandms.org

Awards

– Julie Hopson 601-825-3047 jhopson@bellsouth.net

Educational Professional Development

– Vern Boothe 601-853-9109 vboothe@madisonthecity.com

Athletic Committee

– Lee Pickett lpickett@ci.Brandon.ms.us

Secretary

– Gisele Champlin 601-924-6082 gchamplin@clintonparksandrec.com

TR Representative

–

Representative Elect

– Ray Holloway 601-924-6082 rholloway@clintonparksandrec.com

District III

District Representative

– Joseph Lee Parker 601-684-0893 josephleep@hotmail.com

Athletics

– Terry Reid 601-833-3791 brookhavenrecreation@telepak.net

Educational Professional Development

– Cori Nelson 601-684-3056 coribelle183@msn.com

Awards

– Sally Garland 601-892-0007 sgarland_2000@yahoo.com

District IV

District Representative

– Sean Campbell 228-875-8665 scampbell@oceansprings-ms.org

Awards

– Darcie Crew 228-938-2356 darcies@cityofpascagoula.com

Educational Professional Development



MRPA Administration Manual	Policy #	1.0
Section 1	Effective Date:	
Board of Directors	Supercedes:	

–
Athletic Committee

– Bob Paul

228-669-7601

recdept@cityoflongbeachms.com

Secretary

–
TR Representative

–
Representative Elect

– Cheryl Bell

228-435-6296

cbell@biloxi.ms.us



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

**Mississippi Recreation and Park Association
Constitution**

ARTICLE I - NAME AND AFFILIATION

The name of the organization shall be the “Mississippi Recreation and Park Association, Inc.” and it shall be affiliated with the National Recreation and Park Association.

ARTICLE II - PURPOSE

The purposes are to unite into one organization all parks, recreation and related professions. To encourage research and provide education in parks, recreation and related professions and to operate in such a manner as to enhance those interests in Mississippi.

ARTICLE III - MEMBERSHIP

Section 1. Members of this Association shall be classified into membership categories and must have fulfilled all financial requirements for membership.

Section 2. Membership in this Association is open to all persons regardless of race, creed, color, sex, religion, disability or national origin.

Section 3. The qualifications for membership in this Association shall be set forth and controlled by the By-laws and amendments thereto.

ARTICLE IV - PERIOD OF EXISTENCE

The period of existence of this Association is continuing and unlimited. In the event of dissolution of this Association, any assets then remaining shall be distributed by the Board of Directors. However, such assets must be used for the purposes of advancing parks, recreation and related professions in Mississippi.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

**Mississippi Recreation and Park Association
By-Laws**

ARTICLE I - OFFICE

The location of the principal office of the Mississippi Recreation and Park Association shall be designated by the Board of Directors.

ARTICLE II - AIMS AND OBJECTIVES

The aims and objectives of this Association are:

Section 1. To unite into one organization all parks, recreation and related professions and interested citizens within the State of Mississippi.

Section 2. To promote benefits and values associated with parks, recreation and related profession participation and to encourage and stimulate the improvement of opportunities offered by local, state, regional, public-serving, private organizations and federal entities.

Section 3. To stimulate protection, preservation, and acquisition of recreational resources, to promote the proper planning, development, operation, and maintenance of these recreational areas, and facilities, to secure more effective use of public and private land or water areas.

Section 4. To encourage research, discussion, and evaluation of matters affecting parks, recreation and related professions and to provide a medium through which members of this Association may present, discuss, solve, or otherwise assist in the solution of problems of mutual concern which exist among members, occur within other groups, or emerge from related movements.

Section 5. To sponsor and conduct parks, recreation and related professional conferences, activities, institutes, clinics, meetings, and other in-service training programs for members and non-members of this Association.

Section 6. To promote and encourage sound and more effective recreational programs, activities and treatments for the citizens of Mississippi.

Section 7. To disseminate information, to improve public understanding and acceptance, and to pro mote greater financial support for individuals and agencies employed in parks, recreation and related professions.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

ARTICLE III - MEMBERSHIP

Section 1. Members of this Association shall consist of persons engaged in parks, recreation and related professions who have paid membership dues.

Section 2. The Mississippi Recreation and Park Association strongly encourages each member to join the National Recreation and Park Association.

Section 3. Membership in the Association shall be designated as Professional, Associate, Affiliate, Agency, Student, Provisional-Professional or Allied Organization.

Section 4. The regulations concerning eligibility for membership shall be as follows:

PROFESSIONAL: Individuals employed full-time in leadership, supervisory, or administrative capacities in the delivery of parks, recreation and related services or the management of related resources who possess the education, experience and training commensurate with the requirements of the position.

ASSOCIATE: Individuals employed full or part-time in non-management or non-administrative capacities in the delivery of parks, recreation and related services or the management of related resources who possess the education, experience and training commensurate with the requirements of the position.

AFFILIATE: Individuals or commercial businesses that support the purpose, aims and objectives of this Association who do not meet the requirements of other membership categories.

AGENCY: Parks, recreation and related public and private agencies, departments, bureaus, commissions, districts, authorities, institutions or other organizations.

STUDENT: Persons enrolled full-time in a college or university program in parks, recreation, or related studies.

PROVISIONAL PROFESSIONAL: A one-year non-renewable membership open to past student members for the first year following their graduation.

ALLIED ORGANIZATION: Special interest groups, clubs or other groups that promote, participate, encourage, and facilitate parks, recreation and related programs, services or treatments.

Section 5. The annual membership dues and membership benefits shall be established by the Board of Directors. All membership dues shall be paid on the anniversary date. Memberships are for one calendar year and must be renewed accordingly.

Section 6: Any member who fails to pay dues on or before the anniversary date shall be automatically removed from membership in the Association, but may be restored to full membership upon payment of dues for the current year. During the period of suspension persons shall forfeit all rights and privileges of membership.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

Section 7. All applications for membership or membership renewal and dues shall be submitted to the MPRA Executive Director or the Board appointed designee who shall then approve membership as stated in the By-laws.

Section 8. Only individuals in good standing who hold Professional, Associate, or Agency membership classification shall have the right for one vote except that student and provisional-professional members shall be counted as a block of five (5) votes determined by popular vote among the student and provisional-professional members.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

ARTICLE IV - OFFICERS

Section 1. The officers of this Association shall be President, President-Elect, Secretary/Treasurer Past-President, District Representatives, one NRPA Southern Regional Council Representative, the duly elected President of the Mississippi Therapeutic Recreation Alliance and the Student Representative. The Student Representative is a non-voting officer. This shall constitute the Board of Directors.

Section 2. All officers, except the Southern Regional Council Representative, shall be elected by the membership as provided for in the By-laws. The Southern Regional Council Representative shall be elected by Mississippi NRPA members. If a vacancy occurs, the line of succession to the President shall be the President-Elect and then the Secretary/Treasurer.

Section 3. In order to become a candidate for the office of President a candidate must have served MRPA for a period of not less than two years as an elected or appointed director, officer or on a committee.

Section 4. The duties of the officers shall be those common to the respective office held and are as follows:

PRESIDENT: Shall act as presiding officer at all board meetings and any meetings of this Association. He or she shall prepare for the office by learning all operational procedures specified or authorized in the By-laws. Unless otherwise stated in the bylaws, the president shall be responsible for appointing all committee chairs.

PRESIDENT-ELECT: Shall act as an administrative assistant to the Chair and shall preside in the absence of the President. He or she shall serve as the Association's parliamentarian. **He or she shall serve as the committee chair of the Educational/Professional Development Committee.**

SECRETARY/TREASURER: Shall ensure that true and accurate records of all proceedings of this Association, including District and Committee meetings are maintained. Shall be the custodian of all Association funds and shall disburse these funds. He or she shall ensure that true and accurate records of all receipts and reimbursements are maintained and shall submit an annual report of these records.

1. All financial matters shall be coordinated through the elected Secretary/Treasurer as outlined in federal and state regulations pertaining to non-profit status.

2. A designee approved by the Board of Directors may coordinate all financial matters through the elected Secretary/Treasurer. This includes all financial documents, reports, and expenditure of Association funds.

DISTRICT REPRESENTATIVE: Shall represent the interests of his or her district, the interests of this Association, and the interests of all parks, recreation and related professions. District Representatives shall attend all scheduled and called board meetings, work with the Educational/Professional Development Committee to develop educational opportunities for their district, submit one article each month for publication in the Association's newsletter, assists in budget development, and serve on the Association's Nominations/Election Committee. District



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

Representatives shall be responsible for providing the Association's Secretary/Treasurer with written minutes of all District meetings. District Representatives shall conduct district elections and shall appoint a District Vice-Representative, Secretary, Athletic Committee Representative, Awards Committee Representative, Educational/Professional Development Committee Representative, Nominations and Elections Committee, and other officers or chairs as deemed necessary. District Representatives may also be asked by the Association's President to perform other duties from time to time.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 1. Each approved Association District shall be charged with the responsibility of electing its District Representative in accordance with MRPA By-laws.

Section 2. Annual District Representative elections shall be held no less than 30 days prior to the Annual Membership Meeting. Failure of a District to hold proper and timely elections will result in the appointment of a District Representative by the President.

Section 3. Professional and Associate members of this Association shall have one vote in all District elections.

Section 4. Verification of current membership status is required before casting a ballot. Only qualified MRPA members who work in a District may vote in that District's elections. Student and provisional-professional members shall be counted as a block of one (1) vote determined by popular vote among a district's student members.

Section 5. District officers shall be Professional or Associate members of this Association and work in the District in which they serve. Appointed District officers shall be MRPA members.

Section 6. District Representatives shall appoint a District Nominations and Elections Committee for the purpose of nominating a District Representative and conducting all District elections.

Section 7. Election of the President, President-Elect and Secretary/Treasurer shall occur at the Annual Membership Meeting.

Section 8. All Association officers shall be Professional or Associate members of the Association in good standing.

Section 9. The persons receiving the greatest number of votes for each office shall be declared elected. In the event of a tie vote, the Association's Board of Directors shall cast one vote to break the tie.

Section 10. The election of the Southern Regional Council Representative must occur during the Annual Convention and Trade Show and before the first annual meeting of the Board of Directors.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE VI - BOARD OF DIRECTORS

Section 1. It shall be the duty of the Board of Directors to set all Association policies and act upon all Association business in accordance with the Constitution and By-laws.

Section 2. The Board of Directors may delegate such duties, as it may see advisable, to the various committee chairs with power to act.

Section 3. All members of the Board of Directors shall have full voting privileges and this Board shall have full power to interpret the Constitution and By-laws.

Section 4. The President, President-Elect shall serve a two (2) year term. The Secretary/Treasurer shall serve a two (2) year term. District Representatives shall serve a two (2) year term. All board officers may be elected for an unlimited number of terms.

Section 5. The student representative shall serve a one (1) year term. The student representative may be elected for an unlimited number of terms.

Section 6. The Board of Directors is required to remove a board member from the Board of Directors if that member misses three called board meetings within his/her term of office.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE VII - MEETINGS

Section 1. The Annual Membership Meeting of this Association shall be set by the Board of Directors being announced sufficiently in advance. This meeting shall be held for the purpose of reports from the Board of Directors, Committee Chairs and District Representatives.

Section 2. Regular meetings of the Board of Directors shall be held each quarter.

Section 3. Regular meetings of the District shall be held each quarter not to conflict with scheduled meetings of the Board of Directors.

Section 4. Regular Board and District meeting dates, times and places shall be communicated to all MRPA members at least two weeks in advance of the meetings.

Section 5. Special meetings of the Board of Directors may be called at the discretion of the President at any time it is determined to be necessary or beneficial. The entire membership shall be notified at least two weeks prior to a special meeting. The purpose of the special meeting shall be specified in the announcement of the meeting.

Section 6. All parliamentary authority not covered by the Bylaws of this Association shall be governed by Robert's Rules of Order as amended.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE VIII- AMENDMENTS

Section 1. This Constitution and By-laws may be amended as follows:

A. At the Annual Membership Meeting where a two—thirds (2/3) majority vote of those casting ballots being sufficient for passage of the measure.

B. All registered voting members attending the Annual Membership Meeting shall constitute a quorum for the transaction of Association business.

C. By mailed ballot to all eligible, voting members where a two-thirds (2/3) majority vote of all returned ballots being sufficient for passage of the measure.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE IX - COMMITTEES

Section 1. The Association shall maintain a minimum of four (4) Standing Committees.

Section 2. Standing Committees are as follows:

Athletic Committee

The athletic committee will be responsible for helping expand recreational athletic activities throughout Mississippi.

Awards Committee

The awards committee will be responsible for developing and implementing a statewide awards program to recognize individuals, MRPA Districts, and related agencies throughout Mississippi. The committee shall conduct an annual awards banquet that will be part of the MRPA Conference.

Educational/Professional Development Committee

The educational/professional development committee will be responsible for developing an annual education plan at the district and state level. The committee will be responsible for the annual MRPA Conference to include the education sessions and all other aspects of the conference.

Nominations and Elections Committee

The nominations and election committee will be responsible for nominating the officers of this Association.

Each committee will be responsible for developing policy and procedures that must be approved by the MRPA Board of Directors.

Section 3. The President shall appoint one person to serve on each of the committees. Each District Representative shall appoint one person from his or her district to serve on each of the committees.

Section 4. The President -Elect shall serve as chair of the Educational/Professional Development Committee. All appointees of this committee shall serve a two year term. District 1 and 3 members will be appointed in odd years. District 2 and 4 members will be appointed in even years.

Section 6. The Association shall maintain for any time period any Special or Adhoc Committee deemed appropriate and necessary for the purposes, aims, and objectives of the Association. Such committees may be designated by the President by means of simple announcement. The President shall appoint committee members for any special committee. The President shall also, by simple announcement, dissolve any existing special committee.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

Section 7. The Executive Committee of this Association shall consist of the President, President-Elect and Secretary/Treasurer. The Executive Committee may conduct emergency Association business as deemed necessary. A full accounting of Executive Committee actions must be submitted and approved by the Board of Directors at the next regularly scheduled board meeting.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE X - INTEREST AREAS

Section 1. The purpose of a MRPA Interest Area is to facilitate greater involvement in the Association.

Section 2. An Interest Area consists of individuals who share common goals.

Section 3. No Interest Area shall act independently of the Association or enter into any contractual agreement or make any financial obligation without prior approval of the MRPA Board of Directors.

Section 4. Interest Areas shall abide by the Articles of Incorporation and the Constitution and By-laws of the Association.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supersedes:	

ARTICLE XI - DISTRICTS

Section 1. The purpose of a MRPA District is to facilitate greater involvement of the Association membership by appealing to interests and proximity.

Section 2. The Board of Directors shall have the power to establish and abolish districts according to the needs of this Association. The Board of Directors shall determine the boundaries for each district.

Section 3. Each District shall have one voting District Representative on the MRPA Board of Directors.

Section 4. No District shall act independently of the Association or enter into any contractual agreement or make any financial obligation without prior approval of the MRPA Board of Directors.

Section 5. Districts shall abide by the Articles of Incorporation and the Constitution and By-laws of the Association.

Section 6. Districts shall conduct business meetings, programs, workshops and similar activities to stimulate and increase membership, participation, education and professional development.

Section 7. Vacancies in elected District offices shall be filled by a special District election which shall occur within 30 days of notification of the vacancy.



MRPA Administration Manual	Policy #	2.0
Section 2	Effective Date:	
Constitution	Supercedes:	

ARTICLE XI - SOUTHERN REGIONAL COUNCIL REPRESENTATIVES

Section 1. The purpose of Southern Regional Council Representatives is to represent the interests and desires of the Association’s membership in all policy decisions relating to the National Recreation and Park Association’s Southern Region.

Section 2. The NRPA Southern Region has the power to increase or decrease the number of Association representatives, and determine qualifications based on established formulas and policies.

Section 3. No Southern Regional Council Representative shall act independently of the Association or enter into any contractual agreement or make any financial obligation without prior approval of the MRPA Board of Directors.

Section 5. Southern Regional Council Representatives shall abide by the Articles of Incorporation and the Constitution and By-laws of the Association.

Section 6. Association Southern Regional Council Representatives shall be Association members in good standing.

Section 7. The election of the Association’s Southern Regional Council Representatives shall occur at the Annual Membership Meeting.

Section 8. The persons receiving the greatest number of votes shall be declared elected. In the event of a tie vote, the Association’s Board of Directors shall cast one vote to break the tie.



MRPA Administration Manual	Policy #	3.0
Section 3	Effective Date:	
State Athletic Committee	Supercedes:	

I. Purpose

II. Program

III. Objectives



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

MRPA Mississippi Recreation & Park Association

Awards for Excellence in Park and Recreation

Proudly sponsored by
Musco Lighting

The MRPA Awards Committee is now accepting nominations for the 2012 Awards. The purpose of the Awards for Excellence in Park and Recreation is to honor the state's outstanding park and recreation agencies. The program gives statewide recognition to communities for excellence in long-range planning, fiscal resource management, citizen support systems, environmental stewardship, preservation, program planning, professional development, agency recognition, and services for special populations.

The Awards are open to all municipal and county park and recreation agencies who are members in good standing with MRPA. The deadline for nominations is August 24, 2012. This is your nomination packet. We look forward to an abundant number of nominations from around our state. The winners of all awards will be announced at the MRPA Annual Convention and Trade Show in Jackson, Mississippi. The annual Awards for Excellence in Park and Recreation banquet, sponsored by **Musco Lighting**, will be held on September 19, 2012.

Nominations and supporting information should be submitted by **August 24th, 2012** to:

**MRPA Awards Committee
C/O Leigh Ann Mattox
P.O. Box 3608
Tupelo, MS 38803**

1. MRPA Recreation Professional of the Year
2. Hayward "Bo" Phillips Design Award of Merit
Class I - Population under 15, 000
Class II - Population 15,000- 34,999
Class III - Population 35,000 and greater
3. Special Event Award of Merit
Class I - Population under 15, 000
Class II - Population 15,000- 34,999
Class III - Population 35,000 and greater



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

4. Arts, Humanities and Programming Award of Merit
Class I - Population under 15, 000
Class II - Population 15,000- 34,999
Class III - Population 35,000 and greater
5. Recreation Programming Award of Merit
Class I - Population under 15, 000
Class II - Population 15,000- 34,999
Class III - Population 35,000 and greater
6. Award of Excellence in Special Events Sports Programming
Class I - Population under 15, 000
Class II - Population 15,000- 34,999
Class III - Population 35,000 and greater
7. Therapeutic Section Awards
 - 7A. Recreation Therapist of the Year
 - 7B. Therapeutic Recreation Award of Merit
 - 7C. Therapeutic Agency or Special Event Award

MRPA Recreation Professional of the Year

Description of Award: The highest professional award given by MRPA. To recognize the contributions of outstanding recreation professionals in Mississippi. To encourage professionalism and exceptional professional performance by recreation professionals in Mississippi.

Criteria: The nominee MUST be a recreation professional, defined as a person who has a major responsibility for the conduct, supervision or administration of recreation programs and services in any service setting, in the academic preparation of professionals, or in research in the leisure service profession. The nominee must be a member in good standing of MRPA during the three years prior to his/her nomination. In addition, the nominee must assume responsibility for his/her professional growth and evidence professional commitment through membership and/or involvement in local, state, and national recreation organizations.

Nomination Procedure:

Submit a statement stating clearly and concisely why the nominee should receive the award. The nomination must be submitted on a completed copy of the MRPA official nomination form.

Supportive Information: (Not required (optional) information that may be included):

- a. Rationale for nominating the candidate, professional contributions made during the award year as well as long-term professional involvement.
- b. Work experience, particularly that work experience that supports the candidates' nomination.
- c. National, state and regional affiliations, offices, committees and involvement in professional organizations.
- d. Honors and awards received by the nominee.
- e. Educational preparation.
- f. Community service with other organizations as a professional and a volunteer.



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

Hayward “Bo” Phillips Design Award of Merit

Description of Award: This award is given to recognize an agency for excellent examples of area/facility design and/or development such as parks, recreation areas, athletic complexes, malls, recreation buildings, pools, playgrounds or other leisure service areas or facilities designed for the delivery of therapeutic recreation or special leisure services to population with disabilities.

Criterion: Recipient must be an MRPA Agency Member. The nominated facility must be under the jurisdiction of the agency submitting the nomination and must not have previously received this award.

Nomination Procedure: Submit a statement clearly and concisely why the agency should receive the award. The nomination must be submitted on a completed copy of the MRPA official nomination form. Describe the facility. Photographs supporting the nomination are strongly encouraged. One or two slides must be included for presentation purposes. Photographs must be labeled with information about the facility, activities and persons depicted.

Supporting Information: Not required (optional) information may include steps in the design and development, special problems encountered, funding sources(s), agencies and personnel involved planned programs/services for the area/facility, persons benefiting from the project.

Special Event Award of Merit

Description of Award: Given in recognition of special event programming. Special events are considered one to three days in length and occur no more than twice per calendar year. For the purpose of this award, an activity falling into the category of “special event” may include but not be limited to any specific activity that is not part of the normal and regular programming for the nominated agency.

Criterion:

1. MUST be an MRPA agency member.
2. Agency must have direct contact with planning and organizing event.
3. Event should include involvement with private and/or public agencies.
4. Previous winning events may not be nominated.

Nomination Procedure: Submit a statement describing the event and why it should receive the award. The nomination must be submitted on a completed copy of the MRPA official nomination form. Photographs or slides supporting the nomination are strongly encouraged. Photographs and slides must be labeled with information about the event, facilities and persons depicted.

Supportive Information: Optional information may include how the event originated, special problems encountered, source(s) of funding, program planning materials outlining other organizations/agencies involvement, promotional materials for event and examples of media coverage of the event.

Arts & Humanities Award of Merit

Description of Award: Given to agencies in recognition of outstanding examples of programming in the graphic and performing arts. All entries in this category will be returned to the submitting agency. Nominees may submit their entries to the NRPA National Arts and Humanities Awards competition.

Criterion:

1. MUST be an MRPA agency member.
2. Program must have taken place since the last awards deadline.



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

- Nominees will be evaluated on the following: [a] innovative nature of program; [b] number of people served; [c] involvement of volunteers and/or partnerships to implement the program; and [d] positive public exposure for the field of parks and recreation and cultural programs.

Nomination Procedure:

- Submit a written description of the program planning process including: [a] other organizations/agencies involved; [b] source(s) of funding; [c] corporate and/or commercial sponsorship; and [e] scope and content of program.
- Submit copies of promotional materials used.
- Photographs supporting the nomination are strongly encouraged. Supporting photographs must be labeled with information about the activity, facility, and persons depicted.
- Submit examples of media coverage of the event/program.
- Materials must be submitted with a completed copy of the official nomination form.

Recreation Programming Award of Merit

Description of the Award:

This award is given to recognize any agency for public recreation programming which includes both general and specific recreational innovative programs.

These areas are related to: senior adult recreation, wellness, programs for teens, athletics, aquatics, arts and crafts, drama, camps, nature and outdoor programs, and many other aspects of recreation.

Criterion:

- MUST be an MRPA agency member.
- Agency must have direct contact with planning and organizing program.
- Program should include involvement with private and/or public agencies.
- Previous winning events may not be nominated.

Nomination Procedure:

- Submit a written description of the program planning process including: [a] other organizations/agencies involved; [b] source(s) of funding; [c] corporate and/or commercial sponsorship; and [d] scope and content of program.
- Submit copies of promotional materials used.
- Photographs supporting the nomination are strongly encouraged. Supporting photographs must be labeled with information about the activity, facility, and persons depicted.
- Submit examples of media coverage of the event/program.
- Materials must be submitted with a completed copy of the official nomination form.

Award of Excellence in Special Events Sports Programming

Description of the Award:

This award is given to recognize any agency for excellence in sports programming which includes general and specific innovative sports programs. Special Events in sports programming occur 1-3 days in length.

These areas are related to: special games, championship events, exhibition games, events dedicated to fitness and play, opening ceremonies, other tournaments (example given: golf or ultimate Frisbee) or any additional event that is strictly sports related.

Criterion:

- MUST be an MRPA agency member.



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

2. Agency must have direct contact with planning and organizing program.
3. Program should include involvement with private and/or public agencies.
4. Previous winning events may not be nominated.

Nomination Procedure:

1. Submit a written description of the program planning process including: [a] other organizations/agencies involved; [b] source(s) of funding; [c] corporate and/or commercial sponsorship; and [d] scope and content of program.
2. Submit copies of promotional materials used.
3. Photographs supporting the nomination are strongly encouraged. Supporting photographs must be labeled with information about the activity, facility, and persons depicted.
4. Submit examples of media coverage of the event/program.
5. Materials must be submitted with a completed copy of the official nomination form.

Therapeutic Recreation Awards

Recreation Therapist of the Year

Description of Award:

The highest therapeutic award given by MRPA and MTRA. To recognize outstanding contributions made in therapeutic recreation services. To encourage exceptional performance in providing quality therapeutic recreation in any setting.

Criteria:

The nominee must be a full-time recreation therapeutic and a current member of MRPA.

Rationale for nominating:

Professional contributions made during the award year as well as long-term professional involvement, certifications, and work experience. May include any such national, regional or state affiliations or involvement in professional organizations and honors or awards received by the nominee.

Therapeutic Recreation Award of Merit

Description of Award:

Recognizes a recreation professional outside TR who has contributed to the advancement of therapeutic programming.

Criteria:

Nominee must be a current member of MRPA and a full-time recreation professional.

Rationale for nomination:

Contributions made in the past year to the therapeutic recreation field.

Agency or Special Event Award

Criterion:

This award is given to recognize any agency or special event sponsor for excellent examples of programming for special populations. You may consider facility design for ADA accessibility, innovative programming or integration in the field of recreation.



MRPA Administration Manual	Policy #	4.0
Section 4	Effective Date:	4.01.12
Awards Committee	Supercedes:	

Mississippi Recreation & Park Association Awards for Excellence in Park and Recreation

Proudly sponsored by
Musco Lighting

Award Category:

If Nominating for Hayward "Bo" Phillips Design Award of Merit list name and contact number of Architect/Contractor:

In the event your agency receives an Award at the Awards for Excellence Banquet please list all media and contact information you wish to receive a press release.

Television-Contact: _____ Phone: _____ Fax: _____

Newspaper-Contact: _____ Phone: _____ Fax: _____

Other Media- Contact: _____ Phone: _____ Fax: _____

Select the appropriate Award Classification:

- Population under 15,000
- Population 15,000 - 34,999
- Population 35,000 and over _____

Person/Agency Nominated:

Address:

City/State/Zip:

Nominating Person/Agency Contact:

Name/Phone Number:

Agency:

Address:

City/State/Zip:

Supporting comments, photos, and power point documentation required in both electronic and written form.
(Powerpoint or Windows Movie Maker preferred)

Nominations and supporting information should be submitted by : August 24, 2012

**MRPA Awards Committee
Leigh Ann Mattox
P.O. Box 3608
Tupelo, MS 38803**



MRPA Administration Manual	Policy #	5.0
Section 5	Effective Date:	
Educational/Professional Committee	Supercedes:	

I. Purpose

II. Program

III. Objection



MRPA Administration Manual	Policy #	6.0
Section 6	Effective Date:	
Nominations and Elections Committee	Supercedes:	

I. Purpose

II. Program

III. Objectives



MRPA Administration Manual	Policy #	7.0
Section 7	Effective Date:	11.20.07
State Certification Board	Supercedes:	

I. Purpose

The State Certification Board oversees the CPRP Program to ensure that professionals within the state are in compliance with the outlined regulations and policies provided by the National Parks and Recreation Association (NRPA) to be recognized as Certified Parks and Recreation Professional.

The purposes of the CPRP Program are to establish national standards for certification in the recreation, park resources, and leisure profession; to provide recognition of individuals who have qualified; and to afford a guarantee to employers that certified personnel have attained stated education and experience qualifications. Membership in a state or national organization shall not be a prerequisite for certification. The National Recreation and Parks Association and its branches and affiliates shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

II. Program

The standards for the Certified Park and Recreation Professional (CPRP) are as follows. The CPRP must:

Section 1: Requirements

Hold a bachelor's degree from an NRPA accredited program, verified by official transcript, and pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution (from a non-NRPA accredited program), verified by official transcript, with a major in recreation, park resources, or leisure services; have no less than 1 year of full-time experience in a recreation, park resources, or leisure service position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources, or leisure services; have no less than 3 years of full-time experience in a recreation, park resources, and leisure position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a high school diploma, equivalency certificate, or associate's degree from a regionally accredited institution, verified by official transcript/documentation; have no less than 5 years of full-time experience in a recreation, park resources, or leisure services position that encompasses each domain of the job analysis following the diploma/degree; and successfully pass the CPRP examination.

Students who have not yet graduated from an NRPA accredited program with a major in recreation, park resources, and leisure services but are in their final semester may be able to qualify for exam status. They may complete the CPRP exam prior to the completion of



MRPA Administration Manual	Policy #	7.0
Section 7	Effective Date:	11.20.07
State Certification Board	Supersedes:	

the internship requirement and academic degree attainment. Certification may be granted upon passing the CPRP exam and after submission of official transcript/documentation verifying graduation. All students must apply through the NRPA office.

Due to changes in the certification criteria, as approved by the NCB in February 2007, no new applications will be accepted for the Provisional Park and Recreation Professional (PPRP) or the Associate Park and Recreation Professional (APRP). Current designees will be evaluated for potential inclusion in the CPRP program using the aforementioned criteria. Designees that do not meet the stated criteria may retain their designation by submitting a renewal application and continuing education units (CEUs).

Section 2: Initial Application Procedures

- A.** Individuals will make application on the proper form accompanied by the initial fee, an official transcript of academic credits taken through the highest degree (or diploma) claimed, *and (if applicable)* documentation of full-time work experience (post degree) verified by the employing agencies. All requests for information and questions on the application must be answered.

- B.** Individuals making application will agree that the NCB, NRPA, and the state association’s representatives may communicate any and all information relating to the candidate’s certification status to appropriate park and recreation leadership, the media, and the general public.

- C.** Applications will be reviewed and approved based on completion and fulfillment of the following criteria:
 - 1. Fulfillment of appropriate education requirements as demonstrated by official academic transcript
 - 2. Fulfillment of appropriate experience requirements (i.e., length of experience, experience in domains dictated by job analysis: general administration, programming, and operations management) as demonstrated by work experience validation
 - 3. Payment of application fee

- D.** Candidates are given 1 year after initial application approval to sit for the CPRP exam. Candidates may submit only documented CEUs earned after the successful completion of the CPRP exam.

SECTION 3. — Special Certification Procedures

A person may not transfer out of a state association that maintains its own records into the Direct National Certification (DNC) program unless the person is a military or federal employee. Otherwise, transfer from one NRPA approved state certification program to another NRPA approved state certification program may occur automatically without taking the CPRP examination if the following conditions are met: The applicant certification records are up to date and the applicant pays the appropriate transfer fee set by the state association.

Recreators holding a professional certification or designation governed by the NCB of the National Recreation and Park Association who are active duty members, reservists, civilian employees recalled to active duty, and civilian employees deployed into war/hostile fire zone or any equivalent area designated by the armed forces will be granted additional time (commensurate with deployment/active duty time) to earn needed CEUs for certification



MRPA Administration Manual	Policy #	7.0
Section 7	Effective Date:	11.20.07
State Certification Board	Supersedes:	

continuance. It is the responsibility of the individual to request an extension. *Approved NCB 2/16/2005*

SECTION 4. — Examination

All exam applications and fees are to be forwarded to NRPA for processing. Candidates are given 1 year after initial application approval to sit for the CPRP exam. CEUs are not earned during the period between initial application and exam completion. Exam candidate list is electronically transmitted to the NRPA-contracted testing company on the 1st and 15th of each month. Monthly exam results are electronically transmitted to NRPA from the testing company after the 20th of each month following the exam date. Candidate results will be forwarded to the appropriate state representative or directly to candidate. Though a printout of exam results is given immediately to the examinee following the exam attempt, certification is not to be granted until official documentation from the testing company is received at NRPA headquarters. Upon notification from the testing company of successful completion of CPRP exam, candidates will be awarded the CPRP status and given an expiration date that follows their respective state expiration cycle. Certificants will not receive less than a 2-year certification cycle. Certificants may begin earning CEUs immediately following their successful completion of the CPRP exam. Lacking a documented medical condition or documented call to active military duty that would prohibit the applicant from scheduling his or her examination appointment by the stated deadline, no extensions will be granted. *Approved NCB 10/12/2004*

SECTION 5. — Renewal of Certification

A. As evidence of continuing professional development, renewal of certification shall be required and shall be contingent upon the completion of at least 20 hours of participation in an organized continuing education experience. This continuing professional development requirement may be fulfilled by any combination of the following but must be completed within each 2-year period from the date of initial certification or renewal of certification. It is the certificant's responsibility to submit completed recertification application before the end of the 24-month cycle. This requirement shall be fulfilled by one or more of the following methods: Two (2) documented CEUs. The National Certification Board will recognize any documented CEU offered by the National Recreation and Park Association or a state affiliate and any other educational program that meets the criteria of the National Certification Board, AND/OR *Approved NCB 2/16/ 2005*

Successfully completed academic course work from an NRPA accredited or regionally accredited college or university (see Appendix A.1), AND/OR

Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must petition their appropriate certification office in advance of, or no more than 30 days following, the experience providing full content information in order to receive appropriate CEU equivalency, AND/OR

Qualifying professional service experience (PSE) credit may be accepted in lieu of CEUs for up to 0.5 CEUs or CEU equivalents. PSE may be granted for service to NRPA or the state affiliate organization or for literary or for the training material contribution as described in the approved PSE program plan. For a re-exam, the certificant may take the current examination used for professional level certification. If this option is used for a certification renewal, the certificant must successfully pass the re-exam before the current certification expiration date. Verification of education and experience is not needed for this option.



MRPA Administration Manual	Policy #	7.0
Section 7	Effective Date:	11.20.07
State Certification Board	Supercedes:	

B. Renewal postcard notices will be sent to all those individuals due for renewal of certification, at least 90 days prior to the renewal date. An email reminder will be sent at the same time, followed by three subsequent email reminders. Renewal of certification application, fees, and documentation must be submitted within 90 days following the renewal date. Failure to do so will result in withdrawal of certification.

SECTION 6. — Reentry

Certification will be withdrawn if the applicant fails to meet the renewal requirements as set forth in ARTICLE II — SECTION 5. Reentry is a process available to certificants whose certification has not been expired for more than a consecutive, 2-year period. In this case, the expired certificant would be eligible to apply for the exam without having to submit verification of education and experience (see Appendix B.5). Expired certificants wishing to use this reentry option must successfully pass the exam prior to the end of the 2-year period.

SECTION 7. — Denial or Withdrawal of Certification

Certification may be denied or withdrawn when any applicant does not meet the qualifications; if the individual is found guilty of conduct deemed detrimental to the profession; or when there is misrepresentation of any facts in connection with the application. In all such cases, the individual will be notified in writing by NRPA or state representative as to the reasons therefore and shall be provided an opportunity for appeal.

SECTION 8. — Appeals

An applicant may appeal any decision. The initial appeal must be submitted in writing within 60 days of notification to NRPA or the state association office. Appeals not resolved may be forwarded to the NCB. The NCB will act promptly to resolve the appeal, rendering its decision in writing.

SECTION 9. — Certification

A certificate (or card) indicating certification number and expiration date shall be issued upon initial certification or renewal.

SECTION 10. — Record Retention/Disposition Policy

A. Individual certification files will be filed alphabetically in a locked cabinet within the certifying agency building.

B. Individual certification files will be accessible to the certification manager, his or her immediate supervisor, and/or the appropriate state association persons.

C. Certificants may have access to their files. Copies of files may be issued for a preestablished fee.

D. Individual certification files will remain onsite with the certification manager until the date when the certification has been expired for 2 years.

E. Individual certification files will be moved to an off-site storage facility where they will remain for 6 years past their expiration date.

F. Individual certification files that have reached the 6-year expiration date will be shredded.



MRPA Administration Manual	Policy #	7.0
Section 7	Effective Date:	11.20.07
State Certification Board	Supersedes:	

III. Objective

Quality of life is important to individuals. For this reason, many communities invest significantly in park, recreation and cultural services. The result is citizens who are content with where they live, work and play. They enjoy activities that renew them both physically and emotionally. Other benefits are also derived beyond that of the individual citizen. Quality park and recreation services aid the economy by sales of recreation equipment and clothing, by improving property values, by attracting visitors, retirees and new business and industry. Recreation programs provide a setting for ethnic and cultural diversity, an alternative to delinquent behavior, and opportunities for socialization. Parks provide a comfortable area for the enjoyment and appreciation of the natural environment.

Because of the specific professional skills required for park and recreation leadership in the 21st century, the National Recreation and Parks Association and Mississippi Recreation and Parks Association recommend that cities, towns, counties, and special districts entrust the administration of their recreation and parks service investment in those persons who are properly educated, professionally trained and certified.



MRPA Athletic Manual	Policy #	8.0
Section 8 Softball	Effective Date:	10.01.06
Fast Pitch	Supersedes:	

I. Eligibility

For all MRPA agencies in good standing for the following age groups:

- 10 & Under Girls (Recreational)
- 12 & Under Girls (Recreational)
- 14 & Under Girls (Recreational)
- 16 & Under Girls (Recreational)

II. Fees

The MRPA state fast-pitch softball tournament fees are as follows:

- 10 & Under Girls - \$225
- 12 & Under Girls - \$225
- 14 & Under Girls - \$225
- 16 & Under Girls - \$225

Fees will be reviewed annually by the state athletic committee.

III. Rules and Regulations

The MRPA state fast-pitch softball tournament will follow the rules of the Amateur Softball Association (ASA) unless modified herein. Copies of the rules are available from the Amateur Softball Association or at the ASA website, www.softball.org.

IV. Timing

The MRPA state fast-pitch softball tournament will be played in the early summer of each year with different associations bidding on the tournament site.

V. Equipment /Field

- A. Field dimensions and fence distances should conform to the minimum standards of the ASA Rulebook, Rule 2, Section 1.
- B. All player equipment should conform to the standards set forth in the ASA rulebook. All safety equipment as prescribed in the ASA rulebook, Section 3, is required.

VI. Officials

Game officials must be ASA sanctioned officials in order to officiate in the MRPA state fast-pitch softball tournament, and either the two- or three-man system is required.

VII. Tournament Format

The MRPA fast-pitch state tournament will be structured in such a manner as to guarantee each team a minimum of three games. A minimum of four teams are necessary for the tournament to be held. The tournament format for the MRPA fast-pitch state tournament will be as follows:

Pool play (2 games) with a single-elimination tournament to follow.

VIII. Awards

Awards will be given out at the state tournament as follows:

- 4-8 teams: 1st and 2nd trophies, 1st medals
- 9-16 teams: 1st, 2nd, and 3rd trophies, 1st medals
- 17 or more teams: 1st, 2nd, and 3rd trophies, 1st and 2nd medals



MRPA Athletic Manual	Policy #	8.1
Section 8 Softball	Effective Date:	10.01.06
Slow Pitch	Supersedes:	

I. Eligibility

For all MRPA agencies in good standing for the following age groups:

- 10 & Under Girls (Recreational)
- 12 & Under Girls (Recreational)
- 14 & Under Girls (Recreational)
- 16 & Under Girls (Recreational)

II. Fees

The MRPA state slow-pitch softball tournament fees are as follows:

- 10 & Under Girls - \$200
- 12 & Under Girls - \$200
- 14 & Under Girls - \$200
- 16 & Under Girls - \$200

Fees will be reviewed annually by the state athletic committee.

III. Rules and Regulations

The MRPA state slow-pitch softball tournament will follow the rules of the Amateur Softball Association (ASA) unless modified herein. Copies of the rules are available from the Amateur Softball Association or at the ASA website, www.softball.org.

IV. Timing

The MRPA state slow-pitch softball tournament will be played in the early summer of each year with different associations bidding on the tournament site.

V. Equipment /Field

- A. Field dimensions and fence distances should conform to the minimum standards of the ASA Rulebook, Rule 2, Section 1.
- B. All player equipment should conform to the standards set forth in the ASA rulebook. All safety equipment as prescribed in the ASA rulebook, Section 3, is required.

VI. Officials

Game officials must be ASA sanctioned officials in order to officiate in the MRPA state slow-pitch softball tournament, and either the two- or three-man system is required.

VII. Tournament Format

The MRPA slow-pitch state tournament will be structured in such a manner as to guarantee each team a minimum of three games. A minimum of four teams are necessary for the tournament to be held. The tournament format for the MRPA slow-pitch state tournament will be as follows:

Pool play (2 games) with a single-elimination tournament to follow.

VIII. Awards

Awards will be given out at the state tournament as follows:

- 4-8 teams: 1st and 2nd trophies, 1st medals
- 9-16 teams: 1st, 2nd, and 3rd trophies, 1st medals
- 17 or more teams: 1st, 2nd, and 3rd trophies, 1st and 2nd medals



MRPA Athletic Manual	Policy #	9.0
Section 9 Tennis	Effective Date:	01.01.05
	Supersedes:	

Under Development



MRPA Athletic Manual	Policy #	10.0
Section 10 Track and Field	Effective Date:	01.01.05
	Supersedes:	

Under Development



MRPA Athletic Manual	Policy #	11.0
Section 11	Effective Date:	10.01.06
MRPA Tournament Series	Supercedes:	

I. Tournament Series

MRPA will sponsor yearly the MRPA Recreational State Tournament Series. Member agencies in good standing will be allowed to bid on individual tournaments.

II. Dates

The dates for the tournaments will be:

Tennis – Fall
Soccer – Fall
Softball – Spring/Summer

Agencies will be allowed to recommend actual tournament dates on their bid application.

All bids are due one month prior to the MRPA State Convention.

III. Fees

The fees for all tournaments will be determined by the MRPA Athletic Committee on a yearly basis.

IV. MRPA Athletic Committee

The committee is responsible for the following.

- A. Awarding of the bid's at the MPRA State Convention.
- B. Securing a tournament series sponsor.
- C. Establish standardized tournament rules.
- D. Approval of all awards.

V. Host Organization

The organization is responsible for the following:

- A. Ensure that number of fields/courts are available as bid.
- B. Establish the playing format.
- C. Recruitment and compensation of referees/umpires.
- D. Recruitment of teams/players.
- E. Collection of all entry fees.
- F. Payment of \$25 per team or \$5 per player fee to MRPA.
- G. Purchase of all awards.
- H. Payment of any required sanction fees to the appropriate association.



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supersedes:	

Bid Application to Host MRPA Events

Tournament Name: Soccer **Date:** _____

(Check one) Tennis **Date:** _____

Softball Fast Pitch **Date:** _____

Softball Slow Pitch **Date:** _____

Contact Information:

Agency: _____

Contact Person: _____

Address: _____

City/Zip: _____

Phone Numbers: Home: _____ / _____ Work: _____ / _____

Mobile: _____ / _____ Fax: _____ / _____

Email Address: _____

The following items are those, which are desired for the hosting any MRPA Sponsored Tournament or Event. Please read the following items carefully and initial those that will be supplied as part of your proposed bid package. Bid award will be made by the State Athletic Committee based upon information provided.



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supersedes:	

Specific Minimum Requirements, field specifications and goal size shall be determined and published by the SAC. It shall be supplied to each potential bidder on request.

Number of Fields/Courts and available sizes: List the field, size, age group assigned, location, normal use

Location	Size	Age Groups
Field 1. _____ _____	_____	U- ____ through U -

Normally Used for:

Field 2. _____ _____	_____	U- ____ through U -
-------------------------	-------	---------------------

Normally Used for:

Field 3. _____ _____	_____	U- ____ through U -
-------------------------	-------	---------------------

Normally Used for:

Field 4. _____ _____	_____	U- ____ through U -
-------------------------	-------	---------------------

Normally Used for:

Field 5. _____ _____	_____	U- ____ through U -
-------------------------	-------	---------------------

Normally Used for:

Field 6. _____ _____	_____	U- ____ through U -
-------------------------	-------	---------------------

Normally Used for:

Field 7. _____ _____	_____	U- ____ through U -
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Normally Used for:



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supercedes:	

Field 8. _____ U- ____ through U -

Normally Used for:

Field 9. _____ U- ____ through U -

Normally Used for:

Field 10. _____ U- ____ through U -

Normally Used for:

Field 11. _____ U- ____ through U -

Normally Used for:

Field 12. _____ U- ____ through U -

Normally Used for:

Field 13. _____ U- ____ through U -

Normally Used for:

Field 14. _____ U- ____ through U -

Normally Used for:

Field 15. _____ U- ____ through U -

Normally Used for:



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supercedes:	

Budget

Document all expenses for the tournament and provide written documentation to the State Athletic Committee.

Playing Fields/Complex:

The _____ Tournament _____ will _____ be _____ held _____ at _____

In the City of _____, Please attach drawing of the fields/courts and a photograph. Digital versions of these would be appreciated as well.

Hotel:

The _____ host _____ hotel _____ will _____ be _____ the _____

In the City of _____, it is located _____ miles from the playing fields.

The estimated costs to host MRPA event:

- Field Rental \$ _____
- Port-A-Lets \$ _____
- Hotel Rooms for Officials
- Golf Carts/Field Transportation \$ _____
- Communications \$ _____
- Tent or Trailer Rental (Officials) \$ _____
- Meals:
 - Referee Meals \$ _____
 - Meeting Room Rental \$ _____
 - Miscellaneous: List Separately \$ _____
 - _____ \$ _____
 - _____ \$ _____



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supercedes:	

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Projected Expenses	\$ _____
Total Projected Expenses to MRPA	\$ _____

The following items are those, which are desired for the hosting any MRPA event. Please read the following items carefully and **initial those that will be supplied as part of your proposed bid package.**

Benches

- _____ Player benches
- _____ Seating for the spectators.
- _____ Canopies or small tents over each player bench.
- _____ Field marshals for each field to allow access only to players, tournament officials and VIP's.
- _____ Water: 5 gallon containers of water and ice on each player bench, with cups. Water to be continually re-filled with water and ice.

Administration

- _____ **One large tent or trailer to serve as tournament headquarters.**
- _____ Two 6-8' long tables and a minimum of 12 chairs in the administrators area.
- _____ Fresh water and ice, with cups, provided throughout the day.
- _____ Boards provided in a convenient location for all teams to see. Boards will contain tournament game schedules and standings. Boards also available for posting messages and telephone numbers.
- _____ **Tournament Director/Administrator will provide a complete list of address and telephone numbers of the following.**
 - A. _____ Field contact person and alternate
 - B. _____ Hotel contact person(s)
 - C. _____ Hospitals in area with directions to each one



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supersedes:	

- D. _____ Emergency telephone numbers
- E. _____ Emergency centers in area
- F. _____ Hosting association contacts
- G. _____ Trainers
- H. _____ Office supply stores in the area with directions to each one
- I. _____ Sponsors contacts
- J. _____ Tournament volunteers and positions

_____ Storage Facilities for the balls, trophies, medals and banners which can be kept locked at all times.

_____ Access to telephone service for emergencies.

Officials Tent

_____ One large tent, trailer, or room away from players and spectators for the officials.

_____ Water, ice and cups provided continuously throughout the tournament.

_____ Snacks provided for referees throughout the tournament (oranges, Gatorade, bananas, raisins)

_____ Lunch provided for officials each day

_____ Changing room for referees

_____ Tent should have four small-sized tables (one in each corner) with 4 chairs at each table for pre-game and post-game evaluations.

Trainer's Tent

_____ One tent provided for trainer at a central location for taping and injuries.

_____ Equipment and supplies needed for taping and injuries.

_____ Two large tables and six chairs

_____ One large chest of ice for injuries

_____ Plastic bags (baggies) for injuries

_____ Golf cart or other transportation device for use by the trainer.



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supersedes:	

_____ Container of water, ice and cups to be freshened and refilled throughout the weekend.

Comfort Facilities

_____ Port-a-lets or permanent bathroom facilities. Enough to accommodate the approximate number of teams, spectators and administrators expected to be present.

Staging Area

_____ A central location for the presentation of the trophies. PA system is desired.

_____ Trophies and medals to be brought to the area as needed.

Hotel

_____ Secure host hotel. Host hotel should have the following:

- a. _____ Meeting room for team managers on Friday evening at 7:00 pm.
- b. _____ Meeting room for officials.

Transportation

_____ Golf carts.

Programs and T-Shirts

_____ If the hosting association wishes to sell T-Shirts, the design must first be approved by the State Athletic Committee.

_____ Programs of the event.

Miscellaneous

_____ Concession stands to be provided.

_____ Provide press releases to the nearest news media and provide SAC with copies of all releases and articles.



MRPA Athletic Manual	Policy #	11.1
Section 11	Effective Date:	10.01.06
Bid Applications	Supercedes:	

BID PROPOSAL

Having been able to meet the majority of the criteria as listed above and on the previous pages, we would like to host the MRPA Event listed above at the _____ facility in the City of _____,

Having read and reviewed the requirements in making this bid presentation, we, the following undersigned, do agree to the terms and conditions of hosting this tournament as listed under Bid Requirements of this document.

For tournaments, we acknowledge that games will be played on Sunday Morning and that the playing fields required for the Sunday Morning Games will be available. We agree that all costs associated with the fields and / or their preparation will be paid by our agency. We acknowledge that we will receive all proceeds from the sales of concessions and souvenirs sold at the tournament **with the exception** of the proceeds from the sale of official MRPA Souvenirs, which will be sold at the tournament headquarters. We agree to honor all MRPA Contracts with National and / or state Sponsors.

Signature of Hosting Agency

Date

Having read and reviewed the contents of this application to host the above listed tournament; The SAC Tournament/Event Committee has reviewed this application and it has been

Approved Rejected

Thank you for your bid.

SAC Tournament Committee Chairman

Date



MRPA Athletic Manual	Policy #	12.0
Section 12 Sponsorship	Effective Date:	10.01.06
MRPA Athletic Sponsorship Program	Supercedes:	

I. Purpose

The purpose of the sponsorship program is to provide MRPA member agencies with standard rules and regulations. The MRPA Athletic Committee will affiliate with sponsor's on a yearly basis to provide member agencies with recommended rules and regulations.

II. Tournament Series

MRPA will sponsor yearly the MRPA Recreation State Tournament Series. The tournament will follow the sponsor's rules and regulations for tournament play with noted exceptions.

III. Cost

The sponsors will sign a yearly sponsorship agreement effective from October 1st to September 30th. The cost will be a yearly fee of \$500. This sponsorship program is separate from all other MRPA sponsorship programs as outlined in the MRPA Sponsor agreement.

IV. Benefits

The benefits of being an athletic sponsor are:

- A. Exposure of your program to 40 plus member agencies and over 100,000 agencies participates.
- B. Recognition as the MRPA recommended association.
- C. Official rules and regulations for the annual MRPA recreation state tournament.
- D. Use of MRPA trademark.
- E. National/State Logo and website contact information published in the MRPA Athletic Sports Manuals.
- F. Opportunity to be a presenter at the MRPA annual conference.

V. Timing

All sponsorship programs and agreements will be reviewed and approved annually at the MRPA state convention. The sponsorship agreement will be effective from October 1st to September 30th unless otherwise noted on the agreement.



MRPA Athletic Manual	Policy #	12.0
Section 12 Sponsorship	Effective Date:	10.01.06
MRPA Athletic Sponsorship Agreement	Supercedes:	

MRPA Athletic Sponsorship Program Agreement

Name of Sponsor or Association: _____

Address: _____

Contact: _____

Phone #: _____ Fax: _____

Email: _____

Effective Date: _____

Anniversary Date: _____

Date of Tournament: _____

Additional Information:

Mississippi Recreation and Parks Association (MRPA)

Sponsor

By _____

By _____

Name _____

Name _____

Title _____

Title _____