

MANUAL
OF
PROCEDURES

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WYOMING RECREATION AND PARKS ASSOCIATION, INC.

MANUAL OF PROCEDURES

Preface

An important responsibility of the Wyoming Recreation and Parks Association, Inc. (WRPA) is to provide opportunities for its officers and committee chairpersons to serve its constituents in the most efficient and productive manner possible. This Manual of Procedures has been developed to aid the Association in orienting its officers and committee chairpersons to their duties and responsibilities. It is intended to insure a greater degree of continuity between actions of present officers and committee chairpersons and those future officers and committee persons.

Recommendations for revisions to the Manual of Procedures shall be made to the Chairperson of the By-Laws/Manual of Procedures Committee in writing, by officers or committee or section chairpersons upon approval of their committee members. The Manual of Procedures shall be amended by a majority vote of those in attendance at the Board of Directors meeting.

TO RETIRING BOARD OF DIRECTORS AND ADVISORY COUNCIL MEMBERS

As members of the Board of Directors and Advisory Council of Wyoming Recreation and Parks Association, Inc., you have the responsibility of planning for the time that you complete your term of service and turn your records over to your successor. To insure continuity and effectiveness during this period of transition, each member is asked to accomplish the following upon election or appointment of his/her successor.

1. Bring the file and final report to the first meeting after the new officers are elected.
2. Present the files and final report to the successor at the meeting following the election.
3. Share with the successor pertinent information, precautions, and ideas which will help the successor to understand better his/her role as a member of the Board of Directors or Advisory Council.
4. Include this Manual of Procedures as part of the file which is presented to the successor.

Board of Directors

and

Advisory Council

DUTIES

I. BOARD OF DIRECTORS

A. Purpose: The Board of Directors shall conduct the management, business and internal affairs of the Association.

B. Duties: The Board of Directors shall:

1. Attend all meetings called for as outlined in the By-Laws.
2. Carry out the functions of the Association between the regular meetings.
3. Coordinate the work of committee and section chairpersons.
4. Handle all matters pertaining to policy, budget and legislation related to the Association.
5. Expel members of the Association as provided for in the By-Laws.
6. Establish annual Association dues.
7. Set the date for the annual meeting of the Association.
8. Make, adopt and/or amend the Association By-Laws.
9. Call special meetings as needed.
10. Employ legal counsel, auditor and other professional services as needed.
11. Award Annual Conference to communities applying for bid.
12. Approve Special Memberships (i.e., Councilmen, Governor)
13. Approve By-Laws established for Sections.
14. Dissolve Sections as provided in By-Laws.
15. Appoint individuals to fill any Board of Directors vacancies which occur during a term, except President.
16. Appoint and/or approve appointments to committees.
17. Determine committees needed, define their powers and duties.
18. Carry out other duties needed in order to fulfill purpose.

C. Membership: The Board of Directors shall be composed of nine voting members of the Association.

| | |
|-------------------------------|---------------------|
| President | Secretary |
| President Elect (1 year term) | Treasurer |
| Past President (1 year term) | Member-At-Large (5) |

The President Elect will serve a one (1) year term and advance to the position of President for two (2) years and then will serve as Past President for one (1) year.

Non-Voting Members

| | |
|---------|---|
| Liaison | Midwest Regional Council Professional Rep |
|---------|---|

II. PRESIDENT

A. Purpose: The President shall guide and give direction to the Association in professional growth and ethics, and maintain general supervision over the internal affairs of the Association.

B. Duties: The President shall:

1. Conduct and chair all business meetings of the General Membership, Board of Directors and Advisory Council.
2. Appoint, with the approval of the Board of Directors, all committee chairpersons, standing and special except those directed in the By-Laws.
3. Represent the Wyoming Recreation and Parks Association, Inc. on national and regional committees which require state representation.
4. Delegate proper authority to members to execute the functions and plans of the Association.
5. Administer a program based on professional concerns on national, state and local levels.
6. Coordinate the work of the Association with other agencies, organizations and institutions in related fields.
7. Establish effective methods of communication with all members of the Association.
8. Evaluate the progress of the Association during the term of the office by means of an annual report to the membership in the Focus Newsletter.
9. As the official representative of the Association, endeavor at all times to exemplify professionalism and good ethics in the field of parks and recreation.
10. Call special meetings of the WRPA or Board of Directors as needed.
11. Send proper notices of all meetings held by the Association to the appropriate people.

III. PRESIDENT ELECT

A. Purpose: The President Elect shall assume the duties of the President in his/her absence.

B. Duties: The President Elect shall:

1. Attend all meetings of the Board of Directors and the Advisory Council and acquaint himself/herself with the duties of the President.
2. Execute specific duties assigned by the President.
3. Assume the presidency if the President for any reason vacates the office.
4. Be responsible for the proper functioning of committees as directed by the President.
5. Be responsible for updating the By-Laws and Manual of Procedures.

IV. PAST PRESIDENT

A. Purpose: To provide guidance and to establish continuity between outgoing and incoming officers of the Association.

B. Duties: The Past President shall:

1. Counsel and advise the new President relating to the Associations activities.
2. Attend all meetings of the Board of Directors.
3. Serve on the Nominations Committee.
4. Perform other duties as assigned by the President and the Board of Directors.

V. SECRETARY

A. Purpose: Provide a means of accurately recording the business of the Association.

B. Duties: The Secretary shall:

1. Keep accurate record of all acts and proceedings of all official meetings of the membership and Board of Directors.
2. Prepare all minutes and mail to the Board of Directors and Advisory Council within two weeks of meetings.
3. Perform other duties referred to him/her by the Board, or Advisory Council.
4. Attend all meetings of the Board of Directors.

VI. TREASURER

A. Purpose: Provide a means of accurately recording the finances of the Association.

B. Duties: The Treasurer shall:

1. Perform duties referred to him/her by the President, Board of Directors, or Advisory Council.
2. Attend all meetings of the Board of Directors.
3. Keep within the budget approved by the Board of Directors.
4. Handle all disbursements for the Association in keeping within the budget approved by the Board of Directors.
5. Make such other expenditures as may be authorized by the Board of Directors or the President.
6. Report the Association's financial status at the request of the President or Board of Directors, and at the Annual Conference or other such meetings of the general membership.
7. Have books audited by the Budget Committee prior to July 1 of each year.
8. Verify accuracy of annual conference committee income/expense statement.
9. Establish savings and checking accounts in the name of the Association.
10. Pay sales tax annually.
11. Receive, receipt and deposit all income into Association accounts.
12. Serve as a member of the Budget Committee.
13. Pay annually the membership fee for NRPA affiliation.

VII. BOARD OF DIRECTORS MEMBERS-AT-LARGE (5)

A. Purpose: The Members-At-Large shall provide additional representation from the membership to the Board of Directors.

B. Duties: Board of Directors Members-At-Large shall:

1. Act as a liaison between the officers of the Association and the membership.
2. Attend all Board of Directors meetings.
3. Serve as chairpersons and committee persons as assigned by the President.

VIII. COMMITTEE CHAIRMAN

A. Purpose: To serve as a liaison between the membership sections and committees and the Board of Directors, in order to promote the parks and recreation profession.

B. Duties: The Committee Chairman shall:

1. Meet with the Board of Directors at the request of the President.
2. Submit a written report to the Secretary two weeks prior to quarterly Board meetings.
3. Keep communication open between the Board of Directors and the sections and committees.
4. Cooperate with agencies and organizations in related fields which have similar goals and objectives as the field of parks and recreation.
5. Share with their successor pertinent information which will help them to better understand their specific role.

**COMMITTEE
CHAIRPERSONS**

DUTIES

DUTIES OF COMMITTEE CHAIRPERSONS

The chairpersons of Standing and Special Committees when applicable shall:

1. Be completely familiar with the purposes, functions, and previous activities of the committee and of the provisions affecting the committee.
2. Select committee members, when not otherwise provided, on the basis of their interest, experience, competence in the particular fields of work and their availability for frequent meetings.
3. Provide each committee member with a folder containing:
 - a. Purpose of the committee.
 - b. Names and addresses of committee members.
 - c. Committee reports of the preceding year and of other available background data.
4. Submit a proposed budget to the Chairperson of the Budget Committee of the WRPA. (This budget should be estimated on the basis of expenditures for the preceding year and of the committee's work plan for the current year.) Proposed budget due date is February 15.
5. Submit, as may be necessary, recommendations involving proposals for changes in the By-Laws/Manual of Procedures.
6. Prepare a committee report for the quarterly meetings of the Board of Directors and submit such report to the Secretary prior to each meeting, if unable to attend.
7. Prepare final report for the annual meeting of the WRPA.
8. Update the committee folder, and pass it on to the succeeding committee chairperson at the annual conference.

NOTE: Committee chairpersons will make no commitments which will obligate the Association for tasks without prior approval of the Board of Directors. It is recommended that the chairperson select committee members on the basis of their willingness to work and attend meetings.

STANDING COMMITTEES

I. SCHOLARSHIPS, AWARDS AND NOMINATION COMMITTEE

A. Personnel:

1. Number: A minimum of three members, including the Chairperson.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson, who then appoints the Committee members.

B. Purpose:

1. Select, in accordance with the Code of Awards, members of the Wyoming Recreation and Parks Association to receive the WRPA members' awards.
2. Select, in accordance with the Code of Awards, individuals to receive scholarships.
3. Select, in accordance with the Code of Awards, non-members of the Association who have made outstanding contributions to the recreation and/or parks movement and who shall receive a citation.
4. The Scholarship, Awards and Nomination Committee shall support the educational efforts of college students desiring and pursuing a career in parks, recreation, conservation, or related fields.

C. Duties: The Scholarships, Awards and Nomination Committee shall:

1. Be responsible for executing procedures in the selection and nominations of persons or organizations making outstanding contributions to the recreation and/or park movement as set forth in the "Code of Awards" adopted by the WRPA.
2. Assemble a file of pertinent committee information and prepare an annual report for presentation at the Annual Conference.
3. Publicize all scholarship activities.
4. Review and update all requirements for scholarship information.
5. Inform eligible students of available scholarships.
6. Prepare and distribute scholarship applications to eligible persons.
7. Select recipients.
8. Insure that the recipients' fees are credited prior to the start of the semester in which funds are granted.
9. Review past Wyoming Fellow Award winners to submit as Regional Fellow candidates as deemed appropriate.
10. Chairmen vote on the Regional awards.
11. Attend Board of Directors meetings as requested.

D. Supplementary Responsibilities and Information:

1. The WRPA awards and/or citations shall be presented at the Annual Conference.
2. A deadline for receiving nominations shall be set so there will be time for the Awards Committee to determine the selections.
3. Immediately after the deadline date, the Chairperson shall solicit the input of the Committee to evaluate and select nominees.
4. A notice shall appear in the WRPA web page encouraging members to request nomination forms from the Chairperson of the Committee. The notice shall contain information concerning eligibility for awards and/or citations as outlined in the Code of Awards. It shall also contain the deadline for return of forms.
5. One month prior to the deadline, a notice shall be mailed to each WRPA member giving the deadline date and enclosing the nomination form. (See form in WRPA Policy section of this manual.)
6. Selections shall be made on the basis of qualifications and criteria established in the Code of Awards. Exceptions to these qualifications shall be made only by a unanimous vote of the Committee.
7. Persons who have been selected by the Scholarships and Awards Committee and approved by the WRPA Executive Board shall not be notified as to this action unless to assure their presence at the Annual Conference Banquet.
8. The Committee Chairperson shall order appropriate citations and/or awards.
9. The Committee shall arrange for proper publicity, both state-wide and local, on these citations and/or awards.
10. An "Awards and Citations Folder" shall be kept by the Chairperson of the Committee and turned over to the succeeding Chairperson. This folder shall contain:
 - a. A record of all persons receiving a citation or award, the date received, and a copy of the written award or citation for each recipient.
 - b. At least one copy of the following:
 - 1) Code of Awards
 - 2) Nomination Form
 - 3) Manual of Procedures
11. An individual will contact the WRPA Board of Directors in writing if he/she has received a financial scholarship from WRPA, directly or indirectly, and cannot attend the function for which the scholarship was issued. This document will include the intentions of the recipient. The WRPA Board of Directors will authorize an alternative solution for the issuing or transferring of the scholarship to another individual or ask that the scholarship be returned to the Association.

12. Applications will be submitted annually; however, if it becomes necessary to limit scholarships, previous recipients will be considered last. Scholarship applications will not be carried over from year to year.
13. Scholarship awards will not roll-year from one year to the next.
14. Scholarships will be dispersed by the WRPA Treasurer as approved by the WRPA Board of Directors.
15. The number and amount of scholarships will be decided by the WRPA Board of Directors. However, the WRPA Board of Directors is not obligated to disperse all scholarship funds annually. Scholarship funds can be accrued for subsequent years at the Board's discretion.
16. All scholarship applicants must be members in good standing of the WRPA.

II. BUDGET COMMITTEE

A. Personnel:

1. Number: Minimum of three, including the Chairperson.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson who then selects committee members. The Treasurer shall serve as a Committee member.

B. Purpose:

1. The Budget Committee shall be responsible for the annual budgets and other financial matters of all committees and for the annual audit of the Wyoming Recreation and Parks Association's financial records.

C. Duties:

1. Advise the Board of Directors of all financial matters.
2. Conduct annual audit of WRPA financial records. Recommend to the Board of Directors if Committee feels an audit by a CPA to examine the Treasurer's records is required.
3. Submit a quarterly report to the Board of Directors.
4. File an Internal Revenue Service Tax Statement.
5. Attend Board of Directors meetings as requested.
6. Work with committee chairpersons and Board of Directors members to develop an annual line item budget, with the fiscal year being July through June.
7. Submit a recommended budget for Board of Directors review at the June meeting of the Board of Directors.

III. BY-LAWS AND MANUAL OF PROCEDURES COMMITTEE

A. Personnel:

1. Number: Three, including the President Elect/Past President and the Chairperson.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson who then selects the Committee members.

B. Purpose:

1. To keep the By-Laws and Manual of Procedures up-to-date in accordance with changes and needs which take place within the operation and functions of the Association.

C. Duties:

1. To be responsible for the solicitation of suggestions from members for any changes in the WRPA By-Laws.
2. Record any and all changes for revision to the By-Laws and Manual of Procedures.
3. Maintain a file of all past revisions and proposed or approved changes to the By-Laws, Manual of Procedures, and Articles of Incorporation.
4. Prepare and present written recommendation changes or amendments to the Board of Directors according to the provisions of the By-Laws.
5. Prepare an annual report to be submitted at the Annual Conference.
6. Review By-Laws of each Section to assure compliance with Association By-Laws.
7. Attend Board of Directors meetings as requested.

IV. CONFERENCE COMMITTEE

A. Personnel:

1. Number: Minimum of four, including the Chairperson.
2. Term of Office: One year.
3. Selection: The President appoints the Chairperson, who then selects the Committee who serve as Chairpersons for the Program, Exhibitors, and Physical Arrangements Subcommittees. Subcommittee Chairpersons select Subcommittee members. Committee will include: Past Host, Current Host, Subsequent Host, and CEU representative.

B. Purpose:

1. The Conference Committee shall execute and organize all activities and arrangements for the Association's Annual Conference, including program, exhibits and physical arrangements, registration and finances.

C. Duties:

1. Plan and make arrangements for the program, including speakers, topics, transportation and all other components.
2. Negotiate a contract for accommodations and any other special arrangements, and submit a budget for Board approval.
3. Plan and contract for all conference meals and related items.
4. Arrange for exhibitors space and security for exhibits. Contact exhibitors to inform them of necessary information for registration.
5. Budget should be established and recommendations made to the Board of Directors, regarding fees, six (6) months prior to the Conference being held.
6. Submit conference publicity to the Web page editor at least two (2) months prior to the Annual Conference, and prepare special mailings and conference registration materials as required.
7. Work closely with the Treasurer to set up a system to receive and be responsible for receipt and disbursement of all conference income and expense. (see Conference Policy – Accounting, in the WRPA Policy section of this manual.)
8. Coordinate with host/establishments all payments and related conference expenses.
9. Keep a permanent file of Committee activities.
10. Attend meetings of the Board of Directors as requested.
11. Prepare a quarterly report to the Board of Directors.

12. Administer CEU's at annual conference in cooperation with the Professional Certification Board. (see Conference Policy in WRPA Policy section of this manual.)
13. Provide an income/expense statement to the Board of Directors by the first Board of Directors meeting following the conference. Such report shall be verified by the WRPA Treasurer prior to submittal.

V. HISTORY AND NECROLOGY COMMITTEE

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson, who then selects Committee members, as necessary.

B. Purpose:

1. The History and Necrology Committee shall maintain a history of the WRPA and prepare memoirs of deceased members.

C. Duties:

1. History
 - a. Periodically examine the records and update the historical account of events.
 - b. Establish policies and procedures for format in which records are to be preserved.
 - c. Collect history of the various Sections to incorporate into the history.
 - d. Maintain record of awards and recipients, as well as Board of Directors membership and Officers.
 - e. Secure histories of all retired WRPA members.
2. Necrology
 - a. Establish a procedure for securing reports of deaths.
 - b. Collect information concerning deceased.
 - c. Promptly forward all information available on the deceased to the Editor of the WRPA Focus.
 - d. Immediately notify family of the WRPA's sympathy.
 - e. Maintain a file of death notices and other relative pertinent information.
 - f. Attend Board of Directors meetings as requested by the Board.

VI. LEGISLATIVE COMMITTEE

A. Personnel:

1. Number: Minimum of one, including the Chairperson.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson, who then selects Committee members.

B. Purpose:

1. The Legislative Committee shall be responsible for identifying those policy, legislative and regulatory matters which may be of interest or have an affect on the Association and its members, or which might precipitate significant changes in the fields of recreational science and leisure activity. The Committee shall provide sufficient background information on an issue and describe its probable impact in order to assist the Board in developing an informed position and/or plan for action. The Committee shall develop an effective line of communication with State and elected U.S. Senators and Representatives, the Governor of Wyoming and all chairpersons of committees dealing with recreational related legislation at local, state and national levels.

C. Duties:

1. Maintain an active file of all legislative materials presented to the Board of Directors including copies of actual bills, position papers of WRPA, actions taken by the Committee and outcome of proposed action.
2. Establish and maintain a state-wide advocacy committee and communications network.
3. When necessary, communicate directly with Board of Directors members on specific actions that may be required to be taken on selected legislative matters; assist the Board in developing informed opinions and in determining action, if any, to be taken.
4. Assist the Board in distributing to appropriate parties the position and concerns voiced by the WRPA regarding selected topics and legislation.
5. Maintain a permanent file of Committee's past activities and outline of future plans.
6. Attend Board of Directors meetings as requested, Midwest Regional Council Legislative Committee meetings when possible and other special meetings as directed by the President.
7. Submit a quarterly report to the Board of Directors.

VII. MEMBERSHIP COMMITTEE – NRPA

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: Appointed by President.

B. Purpose:

1. The NRPA Membership Committee shall encourage eligible persons in parks and recreation to apply for and maintain membership in NRPA. Chairperson shall act as liaison with Midwest Regional Council and NRPA.

C. Duties:

1. Forward appropriate letters and application forms to former Association members, encouraging membership renewals and requesting they solicit new members, and follow up basic correspondence as necessary.
2. Keep a current list of memberships, indicating membership classification.
3. Coordinate efforts related to NRPA membership with Midwest Regional Council and NRPA.
4. Recruit new members by developing techniques for reaching potential members.
5. Submit suitable items about membership to the Chairperson of the WRPA News Committee for publication in the WRPA Web Page, NRPA Magazine, local newspapers, and other appropriate media.
6. Attend Board of Directors meetings as requested.

VIII. MEMBERSHIP COMMITTEE – WRPA

A. Personnel:

1. Number: Minimum of one including the Chairperson.
2. Term of Office: Two years.
3. Selection: Appointed by President.

B. Purpose:

1. The WRPA Membership Committee shall encourage eligible persons in parks and recreation to apply for and maintain membership in the WRPA and the National Recreation and Parks Association and shall determine proper membership classification for all candidates for membership.

C. Duties:

1. Forward appropriate letters and application forms to former Association members, encouraging membership renewals and requesting they solicit new members, and follow up basic correspondence as necessary.
2. Forward a letter of welcome to each new member.
3. Keep a current list of memberships, indicating membership classification.
4. Forward with the application to the Association's Treasurer, membership dues for the Wyoming Recreation and Parks Association, Inc.
5. Coordinate efforts with, and receive professional advice and assistance from, the National Recreation and Parks Association.
6. Recruit new members by developing techniques for reaching potential members.
7. Submit suitable items about membership to the Chairperson of the WRPA Focus Committee for publication in the WRPA, WRPA Web Page, NRPA Magazine, local newspapers, and other appropriate media.
8. Maintain a complete file of correspondence and other material involved in executing the responsibilities of the Membership Committee. The file should be forwarded to the Conference Committee.
9. Attend Board of Directors meetings as requested.
10. Recommend and implement long-range planning for increasing the membership of the Wyoming Recreation and Parks Association, Inc., and in cooperation with NRPA Membership Committee.
11. Maintain a membership mailing roster for WRPA Publication and "Membership Directory" information.

IX. MIDWEST REGIONAL COUNCIL

A. Personnel:

1. Number: Three
2. Term of Office: Three years for Lay and Professional representatives with current President of WRPA.
 - a. The Professional representative shall be elected at the Annual Conference and every three years hence.
 - b. The Lay Representative shall be elected at the Annual Conference and every three years hence.
3. Selection: Current President with Lay and Professional representatives elected by the Membership of WRPA who are also members of NRPA.

B. Purpose:

1. To represent the interests of the Wyoming Recreation and Parks Association on the Midwest Regional Council.
2. To relay concerns and information from the Regional and National levels to the Board of Directors and membership of the WRPA.

C. Duties:

1. Represent the WRPA in matters presented at meetings of the Midwest Regional Council.
2. Attend at least one Midwest Regional Council meeting per year.
3. Report to the Board of Directors and Membership regarding Council activities.
4. Promote the activities of the WRPA.
5. Cooperate with other state associations in developing regional policy.
6. Attend meetings of the Board of Directors as requested.

X. PROFESSIONAL CERTIFICATION BOARD

A. Personnel:

1. Number: Three members to serve as a Professional Certification Board (PCB).
2. Terms: The PCB members shall be appointed for three year, overlapping terms. No member shall serve more than two consecutive terms. Positions will be filled on a three year rotation basis with one position vacated first and two positions vacated each of the next two years.
3. Selection: President appoints the Chairperson and all board members with the approval of the Board of Directors.
4. Vacancies: Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.
5. Qualifications/Requirements: Appointees must be certified professionals who have successfully completed not less than five years full time experience in recreation, park resources, and leisure services.

B. Purpose:

1. The PCB shall administer the programs of professional certification, continuing certification and continuing professional development as provided for in the WRPA Professional Certification Plan.
2. The PCB shall develop the organizational and procedural guidelines necessary to administer the Professional Certification Plan.

C. Duties:

1. Administer a certification plan adopted by the WRPA.
2. Develop such procedures, forms and materials as may be necessary for the implementation of the Plan.
3. Maintain a full and complete record of its meetings including a register of all applications for certification and the disposition of each application.
4. Stimulate and conduct research relating to professional standards in general, and ways of improving the WRPA Professional Certification Plan.
5. Conduct appropriate examinations of individuals applying for certification, if such exams are adopted.
6. Administer and carry out a program of continuing certification (recertification).
7. Transmit annually a financial statement and a true and full report of its activities to the WRPA Board of Directors with a copy to be forwarded to the National Certification Board.
8. Publicize the Plan by such means as may be deemed advisable.

9. Publish annually the names of individuals certified under the Plan
10. Coordinate administration of CEU's with Conference and Workshop Committees.

D. Supplemental Responsibilities and Information:

1. The PCB shall be responsible for evaluating the certification and continuing education programs and will propose changes as deemed appropriate.
2. The PCB shall create a manual detailing procedures and information relative to the certification process. Such manual shall be incorporated in the Manual of Procedures.

XI. WRPA WEB PAGE COMMITTEE

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President appoints the Editor.

B. Purpose:

1. The WRPA Web Page Committee shall publish any informational and educational material as a means of acquainting the membership and interested parties with current and future events, news, and job opportunities.

C. Duties: The WRPA Web Page Committee shall:

1. Attend Board of Directors meetings as requested.
2. Keep a permanent file of all WRPA Web Page Committee activities.
3. Submit a quarterly report to the Board of Directors.
4. Solicit and secure advertisements for the WRPA web page.
5. Work closely with the Treasurer to set up a system to receive and be responsible for receipt and disbursement of all WRPA web page income and expenses.
6. Provide within the WRPA web page the following sections:
 - President's Message
 - Summary of Board of Directors Meeting Minutes
 - Board of Directors Member List
 - Contributing Editors List

SECTIONS

Sections

Sections shall be recognized bodies organized within the WRPA, as specified below, for the purpose of developing communication and education among professionals within a specialized area of interest represented in WRPA.

A. PURPOSE

1. To foster professional development within a specialized area of interest or need.
2. To inform and coordinate special interest areas to the entire scope of services within the profession of parks and recreation.

B. DUTIES OF THE PRESIDENT

1. To conduct one annual workshop, in addition to workshops held at the Annual Conference.
2. Represent the section on the WRPA Advisory Council.
3. To preside at section meetings and perform other duties as required.
4. File a copy of the section by-laws with the WRPA's Secretary.
5. If fees are charged for workshops, money equaling \$5.00 per participant should be budgeted as WRPA's share of the revenue.

C. PETITIONING FOR NEW SECTIONS: A potential section must petition to the Executive Board for section ship as follows:

1. Presentation of intent to the Executive Board:
 - a. Any number of persons may select a representative who shall present the group's intent to form a section.
 - b. Include proposed section name and purpose.
 - c. Indicate potential membership drawing.
 - d. Discuss how this new section relates to and compliments existing sections and WRPA structure.
2. With the favorable approval of intent by the Executive Board, the section is placed on a one-year probation period. During probation:
 - a. Section member's activity recruits additional members and support.
 - b. Complete a petition for final approval with a minimum of ten (10) WRPA members.
 - c. Submit a petition to the Secretary and/or President two weeks prior to conclusion of probation.

3. Develop section by-laws in accordance with WRPA By-Laws with no less than the following items included:
 - a. Section Name
 - b. Section Purpose
 - c. Membership
 - d. Officers
 - e. Duties of Officers
 - f. Election of Officers
 - g. Committees (standing and/or special)
 - h. Duties of Committees
 - i. Meetings and Workshops
 - j. Amendments

4. Copies of section by-laws reviewed and recommended in order by the WRPA By-Laws Chairperson will be forwarded to the Secretary two (2) weeks prior to the section's final presentation.

5. Final presentation to WRPA Executive Board
 - a. Initiated at conclusion of probation period.
 - b. Petition and by-laws presented.
 - c. Final justification of sections worth, indications that it has fostered and served a purpose over the last six months and that section has a significant purpose in the future of the WRPA.

6. Executive Board acts upon the final approval of section status.

I. THERAPEUTIC RECREATION SECTION

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President appoints the Chairperson who shall select Committee members. Members should be active in the field of Therapeutics.

B. Purpose:

1. To represent WRPA therapeutic members at state, regional and national levels.
2. To develop interest in therapeutic recreation in Wyoming and aid in associated educational and informational provision.

C. Duties: The Therapeutic Recreation Committee shall:

1. Develop interest in this area amongst the membership and throughout the state.
2. Represent the interests of state therapeutic recreation professionals on the Advisory Council of WRPA.
3. Represent state therapeutic professionals in the National Therapeutic Recreation Society.
4. Submit a quarterly report to the Board of Directors.
5. Attend Board of Directors meetings as requested.

Delete TR Section?

II. GOLF COURSE OPERATIONS SECTION

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President appoints Chairperson, who then selects two committee members. Members should be familiar with golf course operations.

B. Purpose:

1. The Golf Course Committee shall assist in providing maintenance, marketing and resource information for golf operations to parks and recreation departments and districts to promote the game of golf in Wyoming.

C. Duties: The Golf Course Operations Committee shall:

1. Establish a resource group that will share golf operations information for departments and districts throughout the state.
2. Encourage departments to program golf classes and lessons for all age groups in Wyoming.
3. Be a liaison between PGA Golf Professionals, Golf Course Superintendents and other golf personnel.
4. Be involved with other golf organizations in Wyoming to help promote the game of golf.
5. Provide guidance and assistance to communities in promoting golf who are considering building a course or assuming golf operations of an existing golf facility.
6. Keep a permanent file of Committee activity.
7. Submit a quarterly report to Board of Directors as needed.
8. Attend Board of Directors meetings as requested.

III. AQUAFINA PITCH, HIT AND RUN TRACK & FIELD YOUTH PROGRAM SECTION

Replace with Sports Section or maintain section for new track program?

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President recommends a Chairperson for Board of Directors approval. The Chairperson selects Committee persons, including the Meet Director for the State Meet.

B. Purpose:

1. The Aquafina Pitch, Hit and Run Committee shall administer this program, which is conducted by regional offices and state societies of the National Recreation and Parks Association in cooperation with the President's Council on Physical Fitness and Sports. The program is designed to introduce children, ages 9-14, to physical fitness through track and field events. The Committee Chairperson shall act as a permanent program coordinator subject to annual reappointment.

C. Duties: The Aquafina Pitch, Hit and Run Program Committee shall:

1. Be responsible for organizing and administering a track and field program complying with the rules set forth in the Official Rules Manual.
2. In coordination with the Treasurer, secure a checking account and disburse equitably to each community the funds received from Aquafina Pitch, Hit and Run to conduct the program.
3. Receipt and account for all monies disbursed and expended.
4. Submit an accounting report to the Aquafina Pitch, Hit and Run Youth Program and the Board of Directors by September of each year.
5. Submit a quarterly report to the Board of Directors as needed.
6. Attend Board of Directors meetings as requested.
7. Annually solicit bids in July from interested host cities for the following years state meet. Such bids of interest shall include benefits that shall be provided by the host. Bids shall be submitted annually to the Chairperson who shall present the bids to the Board of Directors during their September meeting, at which time the site for the next year's State Meet shall be awarded.

IV. AQUAFINA PITCH, HIT & RUN SECTION

Highlighted section below is all new...it is blank in current manual.

A. Personnel:

1. Number: Minimum of one.
2. Term of Office: Two years.
3. Selection: The President recommends a Chairperson for Board of Directors approval. The Chairperson selects Committee persons, including the Director for the State Competition if applicable.

B. Purpose:

1. The Aquafina Pitch, Hit and Run Committee shall administer this program, which is conducted by Major League Baseball. Aquafina Major League Baseball Pitch, Hit & Run (PHR) is a baseball/softball skills competition that provides boys and girls, ages 7 to 14, the opportunity to showcase their pitching, hitting and running abilities. The Committee Chairperson shall act as a permanent program coordinator subject to annual reappointment.

C. Duties: The Aquafina Pitch, Hit and Run Program Committee shall:

1. Be responsible for organizing and administering a Pitch, Hit and Run program complying with the rules set forth in the Official Rules Manual.
2. In coordination with the Treasurer, secure a checking account and disburse equitably to each community the funds received from Aquafina Pitch, Hit and Run (if applicable) to conduct the program.
3. Receipt and account for all monies disbursed and expended.
4. Submit an accounting report to the Aquafina Pitch, Hit and Run Program and the Board of Directors by December of each year.
5. Submit a quarterly report to the Board of Directors as needed.
6. Attend Board of Directors meetings as requested.
7. Identify the State or Regional competition location for qualifiers and distribute this information to participating communities when available.

V. NATIONAL ALLIANCE FOR YOUTH SPORTS SECTION

A. Personnel:

1. Number: State Coordinator and District Coordinators
2. Term of Office: Two years.
3. Selection: The President recommends a State Coordinator for the Board of Directors to approve. The State Coordinator selects the District Coordinators.

B. Purpose:

1. The NAYS Committee shall administer the program as outlined in the agreement with the WRPA and NAYS, Inc. The purpose is to train volunteer youth coaches.

C. Duties: The NAYS Committee shall:

1. Train clinicians in each local department desiring to become a local affiliate of the Wyoming Chapter.
2. Distribute NAYS materials to local recreation departments.
3. Maintain a listing of all volunteer coaches in each district who are certified so that the WRPA Treasurer will have a record of income to be received from NAYS.
4. Submit an accounting report to the Board of Directors on a quarterly basis.
5. Conduct, with NAYS assistance, an Annual Youth Sports Workshop in conjunction with the annual WRPA Conference.
6. Attend Board of Directors meetings as required.

DISSOLVE SECTION AND DELETE PAGE & REFERENCES

WRPA POLICY

I. CODE OF AWARDS

The Awards and Scholarship Committee of the Wyoming Recreation and Parks Association is recognized and charged with the responsibility of selecting, based upon nominating criteria, certain individuals and organizations for outstanding professionals in the field. This Committee is also responsible for the recording of all scholarships, section, special and Presidential awards presented in any given year.

A. The Awards to be made will consist of:

1. Fellow – Parks and/or Recreation:
This award may be made annually to not more than two members of the Association.
2. Citation – Parks and/or Recreation:
 - a. This award may be made annually to not more than two individuals (members or non-members), with approval of the President.
 - b. This award may be made annually to not more than two organizations. The number of members and qualifications of the Organization will be determined by the Committee.
3. The Outstanding Professional:
 - a. This award may be made annually to not more than two individuals.
 - b. Minimum of three years full-time experience in the park and recreation field.
4. Presidential Awards: Awarded for special purpose as deemed appropriate by the President.

B. Qualifications of Candidates for Fellow Award:

1. Membership in the Wyoming Recreation and Parks Association. Former members or individuals who have not been members, but have worked in the field of parks and/or recreation, now retired, may be exempt from this or other requirements.
2. Experience. At least eight (8) years full-time experience as a leader, professor, supervisor, director, administrator, or a combination of the same in the field of parks and/or recreation.
3. Service
 - a. Contribution primarily through the Association and to consist of extra or plus service.
 - b. Distinctive leadership in promotion, organization and development of pioneer-type activity in parks and/or recreation.

- c. Meritorious service to the profession through the allied fields of the arts, crafts, physical education, athletics, health education, park design, park maintenance, horticulture, education, consultation and others.
4. Character
- a. Fine moral character which reflects favorably upon himself/herself and the profession.
 - b. Evidence of Leadership – Candidates must meet at least one of the leadership qualifications listed below (in order of importance to the Association):
 - 1) An elected officer of Wyoming Recreation and Parks Association.
 - 2) An elected officer of one of the branches of the National Recreation and Parks Association.
 - 3) An elected officer of the National Recreation and Parks Association.
 - 4) An elected officer of other state and national organizations which are affiliates.
 - 5) Service in the capacity of a Board member for an agency or organization involved in the field.
 - 6) Service on a citizens committee whose purpose is to improve the quality or quantity of leisure services or facilities through the raising of funds, passage of bond issues or general support of an agency or organization in the field.
 - 7) Any other involvement or service to the field or profession which in the opinion of the Awards and Scholarship Committee entitles the individual for consideration.

C. Individual Citation Qualifications:

An individual, either a member or non-member, who has made an outstanding contribution to parks, recreation or conservation at the local, state, regional or national level in one or more of the following ways may be considered for the Individual Citation:

- 1. The preparation, sponsorship or active support of legislation favorable to the advancement of the field or profession.
- 2. The active support and promotion of the field or profession through the acquisition, development and/or maintenance of areas, or the organization or conduct of activities and services.
- 3. The development of new or innovative facilities or services.
- 4. The training or education of professional park, recreation and conservation personnel.

5. Any other involvement of service to the field or profession which in the opinion of the Awards and Scholarship Committee entitles the person to be considered.

D. Organization Citation Qualifications:

An organization which has made an outstanding contribution to parks, recreation or conservation at the local, state, regional or national level in one or more of the following ways may be considered for the Organizational Citation:

1. The preparation, sponsorship or active support of legislation favorable to the advancement of the field or profession.
2. The active support and promotion of the field or profession through the acquisition, development and/or maintenance of areas, or the organization or conduct of activities and services.
3. The development of new or innovative facilities or services.
4. The training or education of professional park, recreation and conservation personnel.
5. Any other involvement of service to the field or profession which in the opinion of the Awards and Scholarship Committee entitles the organization to be considered.

E. Qualifications for the Outstanding Professional Award:

1. Membership in the Wyoming Recreation and Parks Association.
2. Minimum of three (3) years of full-time experience in the parks and/or recreation field.
3. This award may be made annually to not more than two (2) members of this Association, 1 recreation and 1 parks professional.
4. Any young person who has made outstanding contribution to Parks and/or Recreation. This contribution must have been in the form of two or more of the following:
 - a. Displayed an interest in furthering their professional background by attending and/or participating in workshops, conferences and seminars at a state, regional or national level.
 - b. Displayed a desire to further professional growth through continued education.
 - c. Displayed a desire to further professional growth through active involvement in state, regional or national parks and recreation committee work.

F. Awards shall be presented at the Annual Conference Banquet.

- G. The WRPA shall award the following scholarships at the Annual Conference:
1. Scott Sessions Memorial Scholarship (not more than \$500.00)
 2. Paul Petzoldt Memorial Scholarship (not more than \$500.00)
 3. Great Western Park & Playground Scholarship (not more than \$500.00)
 4. Children's Playstructures Scholarship (not more than \$200.00) *Should read \$500.00*
 5. New Professional Scholarship (not more than \$200.00)

H. Selection of Recipients:

1. Any member of the Association may submit names on appropriate form of candidates for the Scholarship, Fellow, Citation, Outstanding Professional, and **New Professional** Awards to the Committee Chairperson. These names must be submitted by the date indicated by Chairperson before the Annual Meeting.
2. Candidates will not be advised that they are being considered for the award. Recipients shall be advised they are receiving an award in confidential communication.
3. The Chairperson of the Awards and Scholarships Committee will supply the Committee with the list of men, women or organizations who have received awards in the past, and those who have been considered the previous year but did not receive an award.
4. The Awards and Scholarship Committee will study the qualifications of the candidates for selection of the Scholarship, Fellow, Citation, Outstanding Professional, and **New Professional** Awards and recommend any possible changes.
5. A list of the candidates will be prepared by the Chairperson for review. The list will be accompanied by complete biographical sketches of the candidates. Those biographical sketches will be submitted by the Association member nominating individuals or organizations for any honor.
6. The Committee members will check for accuracy the materials submitted by the sponsor of the candidates.
7. Committee selections shall be submitted to the Board of Directors for final approval.

II. CODE OF ETHICS

WRPA Members shall:

- A. Fulfill their obligation to the agency, department or organization where they are employed in accordance with generally accepted standards of the profession. Shall be of high moral character in fulfilling obligations to all citizens in their pursuit of leisure activities.
- B. Assist the organization in the department of increased public understanding and support for the recreation and park movement and enhance the public image of the profession by their personal and professional conduct.
- C. Will be committed to strive for improvement of individual knowledge and skill in the recreation and park profession and give assistance in the development effort of all aspects of the recreation and park field to their constituents, colleagues and students, and the agencies or institutions for which they work.
- D. Volunteer to participate in the Wyoming Recreation and Parks Association, branch and national functions when asked to perform endeavors and complete them with the best quality effort so that leisure services may be enhanced.
- E. Provide leadership to supportive staff. Professionals in supportive roles will not undermine the authority of superiors or policy boards. However, legitimate challenges to authority on the basis of ethics or standards are encouraged and in no way should be construed as undermining authority.
- F. Provide equal opportunities for employment and promotions to all persons.

III. CONFERENCE POLICY

- A. Speaker Benefit Policy: All speakers may be granted the meal that WRPA is providing for the day of their speech. In an attempt to have the best speakers for each session it may be necessary to provide room, mileage or fee. The Conference Committee when drawing up their budget should provide for such possibility.
- B. Bid Procedures: The State Conference will be hosted in the communities according to the established rotation schedule. Any deviation of the established schedule will be approved by the Board of Directors.
- C. Exhibitor Policy: Exhibitor membership fees as established by the Board. Commercial members are entitled to exhibitor space at the annual conference. This fee includes one exhibitor pace (minimum of 6' x 8'), membership fee for one individual, all conference meals and sessions for one person, and the exhibitor social hour. Any additional space requested inside the building will require an additional fee. Additional exhibitor representatives shall pay the individual registration fee set for the conference which will include all conference meals and sessions. No private vendor will be allowed to solicit business in the designated exhibitors area unless they have officially registered for the conference. Non-profit organizations will be allowed space in the exhibitors area at no cost, if there is still space available after all commercial vendors have registered.
- D. Job Mart: A bulletin board will be available at the Annual Conference to post all job openings around the state in recreation and parks.
- E. Accounting: Receipts will be written for all money received for the Conference. A listing of these receipts and the receipt book will be presented to the Treasurer one week following the conference breaking out the conference fees, exhibitor fees and miscellaneous income. As checks are received they will be forwarded to the Treasurer for deposit into the WRPA checking account. Invoices will be presented to the Treasurer for disbursement of funds. No checks will be written without submittal of valid invoice. The Conference Chairperson will provide an income/expense statement of the conference to the Treasurer and subsequently to the Board of Directors once all income and expenses are recorded. The final income/expense statement shall be submitted to the Board of Directors at their next scheduled meeting after the Annual Conference meeting. ***The goal of the WRPA is for the Annual Conference to generate at least \$2,500.00 profit to be used for operation of the Association. All other profits from the conference will be added to the WRPA account and used accordingly.***

- F. Conference Committee: The Committee shall present an outline of the program and speakers to the Board of Directors at the Spring meeting for approval and comments. An article will be placed in the Summer issue of the FOCUS about the highlights of the conference. A flyer will be mailed in July to the membership with dates, place, time of the conference and sessions that have been confirmed. Pre-registration will be part of the flyer. Thirty days prior to the conference the program will be mailed to the membership.
- G. Complimentary Banquet Tickets: The Conference Chairperson may provide complimentary Banquet tickets to VIP's at his/her discretion.
- H. Conference/Workshop CEU's: The Conference/Workshop Chairperson is responsible for submitting the proposed conference program to the Professional Certification Board for approval 120 days prior to the Annual Conference. A minimum of 10 contact hours must be offered at the Annual Conference and four (4) contact hours at workshops for the program to be accepted. Upon approval of the program by the Professional Certification Board, the conference/workshop Chairperson will be responsible for monitoring and administering the certification of attendance during training sessions. Committee must develop a system where individuals can present at each session that records their attendance.
- I. Donor Guest Registration: All donors who contribute toward conference costs shall receive one free session entrance ticket per \$50 donation to the WRPA Annual Conference. Exhibitor fees and general registration fees are not considered donations.
- J. Silent Auction: Each Annual Conference will be encouraged to hold a silent auction, with items donated by the community, departments and exhibitors. The money received from this process will be utilized for scholarships and operating expenses of the WRPA.

V. WRPA EXPENSE POLICY

- A. Committee Chairperson shall be responsible for completing tasks at the lowest possible cost.
- B. Members of the Board of Directors and Advisory Council may request reimbursements for reasonable expenses associated with attendance at quarterly meetings for lodging, meals and travel. Travel reimbursement shall be paid for gas receipts.
- C. Costs associated with committee business, if reasonable, shall be fully reimbursed, only when budgeted for with the fiscal year budget allocations, unless approved otherwise by action of the Board of Directors. Such reimbursements may include mileage, rooms, meals, printing, postage, telephone and supply costs.
- D. WRPA will pay reasonable expenses for travel, lodging, meals, registration, etc., for the President and members of the Midwest Regional Council when representing WRPA at official meetings of the Midwest/National Recreation and Parks Association. Travel shall be reimbursed for gas receipts or air fare, whichever is most appropriate. If, however, an individual who is traveling and representing the Association, at official meetings, elects to take their spouse or significant other and when the individual could be sharing accommodations with another member, WRPA will then reimburse or pay half (1/2) of the lodging expenses. All other reimbursements will be reimbursed fully as stated.

VI. WRPA CONFERENCE

Established rotation of communities hosting the WRPA Annual Conference. **UPDATED 6/2014**

**2014 – JACKSON
(MIDWEST CONF. – GILLETTE IN APRIL)**

2015 – GREEN RIVER/ROCK SPRINGS

2016 – CHEYENNE

2017 – CODY

2018 – SHERIDAN

2019 – GILLETTE

**2020 - RAWLINS
(MIDWEST CONF. – LARAMIE IN APRIL)**

2021 – LANDER

2022 – EVANSTON

2023 – PINEDALE

2024 – CASPER

VII. WRPA ANNUAL CONFERENCE SITE SELECTION GUIDELINES

As the WRPA has grown, it has become necessary to carefully consider the site of the WRPA Annual Conference each year. Below are the suggested guidelines for a community wishing to host a conference.

- Motel - must be able to accommodate 150 members.
- must be able to seat 150 persons for the luncheon and banquet.
 - must be able to provide minimum of 750 square feet for exhibitors.
 - must be able to provide three small rooms for concurrent sessions, able to seat at least 50 people each.
 - must be able to provide luncheon menu price range.
 - must be able to provide banquet menu per person price range.
- Room rates - will provide complimentary room for WRPA.
- will provide single and double room price range.

VII. WORKSHOP COMMITTEE

A. Personnel:

1. Number: Minimum of three, including the Chairperson.
2. Term of Office: One year.
3. Selection: President appoints the Chairperson who then selects the Committee members.

B. Purpose:

1. The Workshop Committee shall plan for and provide workshops in special interest areas within the field of Parks and Recreation where there is specified need for continuing, in-depth education. These workshops shall be supplemental to those provided for by each section of WRPA. The Workshop Committee shall aid in the coordination of section workshops. The Workshop Committee shall provide guidance and assistance related to section workshops through the section representatives to the Advisory Council.

C. Duties: The Workshop Committee shall:

1. Plan and make arrangements for the program including speakers, topics, banquets and all other components.
2. Establish the budget for workshops and make recommendations to the Board of Directors regarding fees.
3. Submit workshop conference publicity to the Editors of the WRPA FOCUS and WRPA web page two months prior to the workshop.
4. Prepare special mailings and workshop registration materials as required.
5. Work closely with the Treasurer to set up a system to receive and be responsible for disbursement of all workshop income and expense.
6. Provide guidance and assistance to section presidents related to section workshops.
7. Coordinate with leaders of section workshops to assure organized and successful completion of workshops.
8. Keep a permanent file of Committee activity.
9. Submit a quarterly report to the Board of Directors.
10. Attend Board of Directors meetings as requested.
11. Administer CEU's at workshops in cooperation with the Professional Certification Board.

IX. WRPA REFUND POLICY

It is the policy of the Wyoming Recreation and Parks Association to provide refunds, minus a \$5.00 processing fee, to members who have paid the advance registration fee or submitted a purchase order. Refund requests must be made in writing to the WRPA President and be received ten full days before the scheduled start of the first activity of the Conference/Training. For purposes of this policy, the day of the first scheduled activity of the Conference/Training will not be counted as one of the ten days.

No refunds will be made from the period starting ten full days before the scheduled start of the Conference/Training.

Exceptions: Exceptions to this policy may be made by majority vote of the Board of Directors of the WRPA for personal or family emergencies. These will be considered on an individual basis upon receiving written explanation of the extenuating circumstances from the member requesting the refund. If a majority vote is received, a refund minus the \$5.00 processing fee will be made.

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CEU MONITORING CARD

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ADDENDUM

**ARTICLES OF
INCORPORATION**

Certificate of Incorporation

of

Wyoming Recreation and Park Association, Incorporated

That we, the undersigned, natural persons of the age 21 years or more, acting as incorporators adapt the following Articles of Incorporation.

Article I

Section 1. The name of this corporation shall be Wyoming Recreation and Park Association, Incorporated.

Article II

Section 1. The term of existence of this corporation shall be perpetual.

Article III

Section 1. The purpose of this Association will be to improve through mutual education and activities the recreation and park programs throughout the State of Wyoming. To this and the following specific objectives will be included:

- (a) To stimulate and further a broad interest in recreation and parks in the preservation and development of all recreational and park resources located in Wyoming.
- (b) To aid in the upgrading of the status of recreation and park personnel by encouraging the establishment of adequate certification governing the employment of such personnel so as to insure a continuity of purpose and efficiency.
- (c) To develop cooperation and understanding among recreation and park leaders at all levels and in all public, private, commercial, industrial and other organizations.
- (d) To serve as a clearinghouse for the dissemination of information concerning the activities and interests of the association and of its affiliated groups.
- (e) To aid in the development of recreation and parks programs and the utilization of all present, potential, and future recreational resources available within the State of Wyoming.
- (f) To cooperate with all city, county, state, and federal agencies, associations, and organizations concerned in furthering the recreation and park movement.

Article IV

Section 1. Membership in this Association will consist of those persons and organizations meeting the requirements as provided hereinafter or in the By-Laws.

Article V

Section 1. The governing body of the Wyoming Recreation and Park Association will be a six-member Board of Directors elected by ballot from those paid up members in good standing at the time of election.

Section 2. Officers of the Association will consist of president, president elect, and secretary-treasurer. The president will be elected by the Association membership from among the elected board members. The president elect and secretary-treasurer will be appointed by the president from the board members. The secretary-treasurer may be appointed from other than board members if necessary to obtain the most competent individual.

Section 3. The property and business of the Association will be managed by the board of directors which may exercise all the power granted in its effort to realize the objectives of this Association.

Section 4. The duties of the board of directors and its officers and such other regulations and prohibitions regarding their qualifications are provided for in the By-Laws.

Section 5. If a vacancy occurs, the officers of the board of directors have the power to appoint another member to fill the vacancy for the balance of the year. An appointed member will be eligible for election to the board after completion of the year for which appointed.

Article VI

Section 1. This Corporation is not organized for profit, but is organized for community and public service and to promote interest and education in the aforementioned recreation and park programs throughout the State of Wyoming.

Article VII

Section 1. Should this Corporation ever be dissolved under the provisions of the State of Wyoming, all of the assets and properties owned by said Corporation, after paying all of the liabilities of the Corporation, shall be sold, and all monies received therefrom distributed to such

organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article VIII

Section 1. The address of the initial registered office is 836 Sheridan Avenue, P.O. Box 1531, Cody, Wyoming, 82414, and the name of the initial registered agent is Joel Schad.

Article IX

Section 1. Directors. The names and addresses of the initial directors and officers of the Wyoming Recreation and Park Association, Inc., are as follows:

1. President: Joel Schad, 836 Sheridan Avenue, Box 1531, Cody, Wyoming 82414
2. President Elect: Bob Laramore, P.O. Box 1067, Gillette, Wyoming 82716
3. Secretary-Treasurer: Scott Sessions, P.O. Box 1008, Powell, Wyoming 82435
4. Director: Robert Stevenson, 1420 Paintbrush, Cheyenne, Wyoming 82001
5. Director: Peter J. McNiff, 816 East 19th Street, Cheyenne, Wyoming 82001
6. Director: Glenda Schmidt, P.O. Box C, Laramie, Wyoming 82070

Article X

Section 1. There are no shares held or authorized to be held by any person or entity in the Wyoming Recreation and Park Association, Inc.

JOEL SCHAD – President

SCOTT SESSIONS – Secretary-Treasurer

STATE OF WYOMING)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before one by _____
_____ this _____ day of _____, 19____.

Notary Public

My Commission Expires _____.

STATE OF WYOMING)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before one by _____
_____ this _____ day of _____, 19____.

Notary Public

My Commission Expires _____.

By-Laws

BY-LAWS OF THE WYOMING RECREATION AND PARKS ASSOCIATION, INC.

As revised December 3, 1997

**AFFILIATED WITH THE NATIONAL RECREATION AND PARKS
ASSOCIATION, INC.**

**ARTICLE I
NAME, PURPOSE, GOVERNING DOCUMENTS**

SECTION 1- Name. The organization shall be known as the “Wyoming Recreation and Parks Association, Inc.”, hereinafter referred to as WRPA, and the WRPA shall be a not-for-profit organization.

SECTION 2- Purpose. The purpose of this Association will be to promote and improve the parks and recreation profession and its growth throughout the State of Wyoming. To this end, the following objectives will be included:

- A. To stimulate and further a broad interest in recreation and parks and in the preservation and development of all recreational and park resources located in Wyoming.
- B. To develop cooperation and understanding among recreation and park leaders at all levels and in all public, private, commercial, industrial, and other organizations.
- C. To promote, develop, sponsor, or conduct, continuing education opportunities for recreation and park professionals, students, individuals, agencies or other related groups having interest in the recreation and park profession in the State of Wyoming.
- D. To stimulate and enlarge an intelligent public interest in the possibilities of, the need for, and the values of adequate recreation and parks in Wyoming.
- E. To serve as a clearinghouse for the dissemination of information concerning the activities and interests of the association and of its affiliated groups.

SECTION 3- Governing Documents. The governing documents of the WRPA shall be the Articles of Incorporation, By-Laws, and by direction of the Board of Directors, a Manual of Procedures.

ARTICLE II MEMBERSHIP

SECTION 1- Application Procedure. Membership shall be open to all individuals or groups having interest in the Wyoming Recreation and Parks Association, Inc. Individuals or groups desiring membership must complete and submit a membership application to the Membership Committee. Payment of annual dues must accompany the application. All memberships expire one year from date of joining.

SECTION 2- Termination. Membership in this Association shall terminate by death, voluntary withdrawal, or otherwise to vote and all other rights, privileges, and interests of a member in or to WRPA, its rights, privileges, and property shall cease on the termination of membership.

SECTION 3- Expulsion. For cause, any membership shall be suspended or terminated. Sufficient cause for such suspension or termination of membership shall be violation of the By-Laws or any rules or practices properly adopted by WRPA, or any other conduct contrary to the best interests of the Association. Such suspension or expulsion shall be by two-thirds vote of the entire Board of Directors. A statement of the charges shall be mailed by registered post to the last recorded address of the member at least twenty (20) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered, and the member shall have the opportunity to appear in person or by his representative and present any defense to such charges before action is taken.

SECTION 4- Types of Membership and Dues.

- A. General – This membership shall be open to a full-time employee in an executive, administrative, or technical capacity associated with any phase of recreation, parks, or conservation or shall be a person who volunteers time to the recreation, park, or conservation movement or shall be anyone interested in recreation or parks. **General member has full rights of WRPA including the right to vote and hold office.**
- B. Student – This membership shall be open to individuals who are enrolled in universities or colleges, and are working toward degrees in the field of parks and/or recreation or related fields. Persons working full-time and engaged as full-time students must apply for general membership. Upon graduation from a degree program, the member may retain “student” status until his/her next membership anniversary date. The person shall have all the rights of membership, except to hold office.

- C. Agency – This membership shall be open to any park, recreation, or other agency. This includes Board of Commission, Council and City Manager members, with one member from any one agency. Additional members may be added by paying an additional membership fee for each person. One person from each agency shall have the right to vote and hold office. Other members of the agency shall be entitled to any other benefits and privileges of WRPA. Fees will be determined at the discretion of the Board of Directors.
- D. Retired – This membership shall be open to individuals who have reached their retirement age (55 and over), and have interest in the Wyoming Recreation and Parks Association, Inc. (free membership). Members shall be entitled to all benefits and privileges of WRPA except the right to vote and hold office.

SECTION 5- Annual Dues. Annual Association dues shall be established by the Board of Directors for the membership categories contained in these By-Laws.

SECTION 6- Special Memberships. Special Memberships may be created by a majority vote of the Advisory Council with approval of the Board of Directors by a two-thirds vote.

**ARTICLE III
ELIGIBILITY FOR OFFICE, ELIGIBILITY TO VOTE, VOTING PROCEDURES,
ELECTION, ELECTION PROCEDURES, VACANCIES, PROXIES AND
TERMS OF OFFICE**

SECTION 1- Eligibility for Office.

- A. To be eligible for nomination to the office of President Elect, Secretary or Treasurer of the WRPA Board of Directors, an individual must have served on the Board of Directors or the Advisory Council for at least a complete one-year term, be a voting member in good standing of the Association, and a resident of the State of Wyoming.
- B. To be eligible for nomination to the office of President, an individual must meet the requirements for elected office as stated in Section 1.A. above, and additionally must have served on the Board of Directors for at least one year.
- C. To be eligible for nomination for an At-Large position of the Board of Directors, an individual must have been a voting member in good standing of WRPA for at least one year.

D. To be eligible for nomination as Midwest Regional Council Representative:

1. Professional candidates must have served at least one year on the WRPA Board of Directors, be a currently practicing professional, be a resident of the State of Wyoming, be a current member of NRPA, be a current member of the Board and be a voting member in good standing.
2. Citizens Board Member candidates must be a voting member in good standing, a resident of the State of Wyoming, and a member of NRPA.

SECTION 2- Eligibility to Vote. General and student members, commercial designee, and agency designee shall be entitled to one vote.

SECTION 3- Voting Procedures. All issues to be decided by the membership shall either be conducted by a mail ballot or at the Annual Conference. Each issue shall require a simple majority of the members voting, unless otherwise specified in these By-Laws. The Nominating Committee or the Board of Directors shall count the ballots. The President shall break any ties.

SECTION 4- Election. The members of the Board of Directors and Midwest Regional Lay and Professional Representatives shall be elected by a vote of the membership at its Annual Conference.

SECTION 5- Election Procedures. A plurality of the votes cast shall be sufficient to elect all Members-At-Large. Officers must be elected by more than 50% of a vote. Midwest Regional Council Representatives must be elected by members in good Standing of WRPA and, also be a member of NRPA. A plurality of the votes cast Shall be sufficient to elect the representatives. (Note: to simplify election processes, an A honor system is frequently imposed, whereby only NRPA members are asked to mark and return ballots when electing NRPA regional council representatives in state affiliate elections.)

Nominations for Board positions may be offered on the floor prior to the election during the Annual Business Meeting. No write-in votes for any office will be counted.

SECTION 6- Vacancies During Term. Any Board of Directors vacancy, except President, which occurs during a term, shall be filled by appointment of the Board of Directors. Such appointee shall hold office for the duration of the term. If the Midwest Regional Council Representatives position becomes vacant, it may be appointed, for the unexpired term by the President or Board of Directors of the Association. If the President leaves office before his/her term expires, the President Elect shall assume the President's duties.

SECTION 7- Proxies. No proxy voting will be allowed.

SECTION 8- Terms of Office.

- A. All Board of Directors officers and Members-At-Large shall be elected to two-year terms, with the term beginning at the completion of the Annual Business Meeting at the Annual Conference, or 24 hours after ballots have been counted with the exception of the Treasurer whose term will begin with the Board meeting following the conference. Election of Board of Directors members shall be staggered as follows:

Each year – President Elect

Even numbered years – Secretary and 2 Members-At-Large

Odd numbered years – Treasurer and 2 Members-At-Large

In 1984, all officers and Members-At-Large were elected with the Secretary, Treasurer, and two Members-At-Large being elected for a two-year term. President, President Elect, and two Members-At-Large were elected for a one-year term.

- B. Midwest Regional Council Lay and Professional Representatives shall be elected to three-year terms, with the term beginning at the completion of the Annual Business Meeting at the Annual Conference, or 24 hours after the ballots have been counted. Election of the Midwest Regional Council Representatives shall be staggered as follows:

The Professional Representative was elected in March 1987 and every three (3) years hence.

The Lay Representative was elected in March 1988 and every three (3) years hence.

ARTICLE IV EXECUTIVE BOARD AND ADVISORY COUNCIL

SECTION 1- Executive Board. The Board of Directors shall be the Board of Directors for the Corporation. The Board of Directors shall conduct the management, business and internal affairs of the Corporation. The membership of the Board of Directors shall consist of nine members, who shall be the President, President Elect, Secretary, Treasurer, Past President, and four Members-At-Large. The members of the Board of Directors shall be elected by a vote of the membership at its Annual Conference as prescribed in the By-Laws or by mail ballot ten days after designated date Conference, if canceled due to an unforeseen event.

SECTION 2- By-Law Amendments. The Board of Directors, by a two-thirds (2/3) vote, shall have the power to make, adopt and amend the “By-Laws” of this Association.

SECTION 3- Voting Procedures. A simple majority of the Board of Directors shall carry an issue unless otherwise specified in these By-Laws.

SECTION 4- Compensation. Members of the Board of Directors and Advisory Council shall not receive any stated compensation for their services, other than approved and budgeted expenses incurred in the performance of their duties.

ARTICLE V DUTIES OF OFFICERS AND MEMBERS-AT-LARGE

SECTION 1- Duties of President. The President shall maintain general supervision over the management, business, and internal affairs of the Corporation. He/She shall chair and conduct all business meetings of the WRPA, and the Board of Directors. The President shall appoint all committee chairmen with the approval of the Board of Directors. The President shall be the representative of the WRPA to NRPA at the national and regional levels as directed, and at other functions deemed appropriate.

SECTION 2- Duties of President Elect. The President Elect shall function in the capacity of the President during the President’s absence. If for any reason the President leaves office, he/she shall serve the remainder of the President’s term. The President Elect shall assume other duties as assigned by the President.

SECTION 3- Duties of Secretary. It shall be the duty of the Secretary to keep an accurate record of the acts and proceedings of all official meetings of the membership, and Board of Directors. The Secretary shall be responsible for official mailing of notices of meetings and correspondence of the Corporation as directed by the President. The Secretary shall perform such other duties as may be required by the President or Board of Directors.

SECTION 4- Duties of Treasurer. It shall be the duty of the Treasurer to insure that proper books are kept of the accounts of the Corporation; to receive, keep safely, and account accurately for all money and securities belonging to the Corporation or held by it; and to present a final account at the Annual Conference of the membership or at any other meetings of the membership or Board of Directors on request of the President. The Treasurer shall be responsible for all disbursements of the Corporation in keeping with the budget approved by the Board of Directors and shall make other such expenditures as shall be authorized by the President and Board of Directors. The Treasurer shall perform such other duties as may be required by the President or Board of Directors.

SECTION 5- Duties of Past President. The Immediate Past President shall counsel and advise the new President in relation to the Association's activities, attend all meetings of the Board of Directors, and serve on the Nominations Committee. The Immediate Past President shall perform other duties as assigned by the President and the Board of Directors.

SECTION 6- Duties of Members-At-Large. The Members-At-Large shall aid the officers in making decisions relating to the management, business, and internal affairs of the WRPA. They shall serve as chairmen of committees as assigned by the President.

ARTICLE VI QUORUM

SECTION 1- Board of Directors Meetings. A simple majority of Board of Directors members shall constitute a quorum.

SECTION 2- Annual Meeting. Twenty-five percent (25%) attendance of the general membership is required to conduct business at the Annual Meeting.

ARTICLE VII MEETINGS

Section 1- Annual. There shall be an Annual Meeting of WRPA at a time that is established by the Board of Directors with recommendation of the membership each year, unless otherwise ordered by the Board of Directors, at which time any business may be transacted not inconsistent with these By-Laws. Officers shall assume responsibilities of their office at this time with the past Treasurer making a speedy transition, by the first Board meeting following the conference.

SECTION 2- Special. Special meetings of the WRPA may be called by the President or by a simple majority of the Board of Directors. Any member may request a special meeting, but that request must be in writing and must be submitted to the Secretary for Board approval.

SECTION 3- Board of Directors and Advisory Council. Meetings of the Board of Directors and/or Advisory Council shall be held upon call of the President or by written request of a simple majority of the Board of Directors and/or Advisory Council to the Secretary or President of the WRPA. There shall be a minimum of four (4) meetings of the Board of Directors. The Advisory Council will attend these meetings as necessary.

SECTION 4- Absence. Any member of the Board of Directors absent from a meeting shall notify the President stating the reason for his absence. If a member is consistently absent for reasons which the Board of Directors has declared insufficient, upon direction of the Board of Directors, a letter of concern shall be sent to the member, requesting his presence at the next Board of Directors meeting, at which time the absences shall be discussed. A roll call vote of two-thirds of the Board of Directors members shall determine the future status of the member. If the member is removed from office, the vacancy shall be filled in accordance with the provisions in these By-Laws.

SECTION 5- Open Meeting Policy. All meetings of WRPA, its Board of Directors, Advisory Council, sections, and committees shall be open to all members of the Association and interested persons except Executive sessions which may be closed as set forth in Wyoming State Statutes.

SECTION 6- Notice of Meetings. Written or printed notice stating the place, day, and hour(s) of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered in a timely fashion before the date of the meeting, either personally or by mail, at the discretion of the President or the Board of Directors calling the meeting to each member of the Corporation entitled to vote at such meeting. If mailed, such notices shall be deemed to be delivered when deposited in the United States mail, addressed to the member at the address as it appears on the records of the Association with postage thereon prepaid. If the President of the Board of Directors so determines, no mailed notice need be given to the members about the Annual Conference in the event that such notice is given in the Association's bulletin or other printed matter being of general circulation to the membership of the Corporation.

ARTICLE VIII COMMITTEES

SECTION 1- Appointment. The Board of Directors may appoint from among the general membership such committees as the Board may determine which shall have such duties and powers as prescribed by the Board of Directors. The President, if not a member, shall be an ex-official member of each committee appointed by the Board of Directors.

SECTION 2- Standing Committees. The President, with approval of the Board of Directors shall appoint for his term of office, Chairmen of the following standing Committees: Two positions (NRPA Representatives) are elected by the membership to serve.

- A. Awards, Scholarships and Nominations
- B. Budget
- C. By-Laws and Manual of Procedures
- D. Conference
- E. Governor's Council/Physical Fitness
- F. Aquafina Pitch, Hit and Run Track and Field
- G. History and Necrology
- H. Legislative
- I. Membership-NRPA
- J. Membership-WRPA
- K. National Alliance for Youth Sports
- L. Professional Certification Board
- M. Wilderness Education Association
- N. Workshops
- O. WRPA FOCUS magazine

SECTION 3- Special Committees. The President, with the approval of the Board of Directors, may appoint members of the WRPA to special committees as deemed advisable to aid in the functioning of the organization. Such committees shall be dissolved when their tasks have been completed.

SECTION 4- Committee Reports. Each Committee Chairman will prepare an annual report of the Committee's efforts to be submitted to the President by July 1 of each year. The report shall be made available to the general membership.

ARTICLE IX PARLIAMENTARY PROCEDURE

SECTION 1- Rules. Robert's Rules of Order, Revised, shall prescribe the conduct of all meetings of the membership, Board of Directors and Advisory Council as long as they are not inconsistent with these By-Laws or the special rules of order of the WRPA.

ARTICLE X
ACCOUNTING AND FISCAL DETAILS

SECTION 1- Annual Audit. An annual audit shall be performed by July 1st each year by the Budget Committee. The Board of Directors is authorized to contract for a CPA audit if necessary. The report of the auditor shall be given to the President and Board of Directors and shall be made available to the membership at the annual conference. The Treasurer and President shall be bonded for the amount not less than \$15,000.

ARTICLE XI
LIMITATION OF LIABILITIES

SECTION 1- Limitation of Liabilities. Nothing herein shall constitute members of this Association as partners for any purpose. No member, officer, agent or employee of WRPA shall be liable for the acts or failures to act on the part of any other member, officer, agent or employee of WRPA. Nor shall any member, officer, agent or employee be liable for his acts or failure to act under these By-Laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

**PROFESSIONAL CERTIFICATION
MANUAL**

A MANUAL OF THE PROFESSIONAL CERTIFICATION BOARD

SPONSORED BY THE

WYOMING RECREATION AND PARKS ASSOCIATION

**Adopted – March 1985
Revised – November 1986**

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PREFACE

In March 1983, the membership of the Wyoming Recreation and Parks Association voted to support the concept of certification as outlined in the NRPA Model Certification Plan for Recreation, Park Resources, and Leisure Service Personnel. The WRPA Board proceeded at the direction of the membership to create a 5-member committee to pursue the complexities of the certification and continuing education processes. This committee later became the Professional Certification Board.

This manual is the product of efforts by the Professional Certification Board (PCB). The manual is intended to provide a comprehensive document specifying the functions and procedures of the PCB for the benefit of Board members, as well as providing the membership of WRPA with all necessary information related to certification and continuing education.

Revision – November 1986: Revised to be consistent with changes in the Model Certification Plan as of November 1, 1986, as adopted by the National Certification Board, February 22, 1986, and detailed to the PCB by the NCB in a memo from Don Henkel, NCB Staff Liaison, dated March 27, 1986.

**WYOMING RECREATION AND PARKS ASSOCIATION
PROFESSIONAL CERTIFICATION PLAN**

Established by the Association

March 21, 1985

**A member of the
National Recreation and Parks Association
NATIONAL CERTIFICATION PLAN
for Recreation, Park Resources, and
Leisure Service Personnel**

**WRPA Professional Certification Board
Cheyenne Parks and Recreation Department
610 West 7th Street
Cheyenne, WY 82007**

WYOMING RECREATION AND PARKS ASSOCIATION

PROFESSIONAL CERTIFICATION PLAN

for

RECREATION, PARK RESOURCES, AND LEISURE SERVICE PERSONNEL

March, 1985

Revised: September 1, 1990

The accompanying plan for the national certification of recreation, park resources, and leisure service personnel in Wyoming by the Wyoming Recreation and Parks Association (WRPA) affords a means of attesting the education and experience qualification of personnel employed for compensation in recreation, park resources and leisure service, in public, quasi-public, and private employment. Membership in the WRPA shall be a pre-requisite for certification.

It is the policy of WRPA that nothing with respect to race, creed, sex, age, handicapping condition, or national origin shall be used as a bar to entry to practice in the recreation, park resources and leisure service profession. An affirmative action program to implement this policy shall be established.

The purposes of this plan are: to establish standards for certification in the recreation, park resources, and leisure service profession, to provide recognition of the individuals who have qualified, and to afford a guarantee to employers that certified personnel have attained stated education and experience qualifications.

The certification plan meets the minimum qualifications of the National Certification Board established by the National Recreation and Parks Association (NRPA). Individuals certified under this plan thus qualify for inclusion in the National Roster of certified recreation, park resources, and leisure service personnel.

ARTICLE 1 – ADMINISTRATION

SECTION 1. The Plan

This plan for certification of recreation, park resources, and leisure service personnel in Wyoming shall be administered by the Wyoming Recreation and Parks Association through a Professional Certification Board appointed by the President with approval of the Board of Directors of the Association.

SECTION 2. Professional Certification Board

- a. The professional Certification Board (PCB) will serve as the administrative body for the Plan. The PCB shall include representation from those certified and may include consumer representatives as well. Each professional appointee shall have successfully completed not less than five years of full-time experience in recreation, park resources, and leisure services and shall be certified under the requirements of this Plan.
- b. The PCB shall have the right to organize by electing its own presiding officers and by establishing rules of procedures and bylaws, subject to the limitations of this Plan.
- c. The PCB shall appoint an individual within or outside its membership to evaluate all applications for certification using established procedures, criteria and interpretations.

SECTION 3. Terms of Office for Professional Certification Board (PCB) Members

The PCB members shall be appointed for three-year, overlapping terms. Each member shall serve until a successor is appointed and certified. No members shall serve more than two consecutive terms. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.

SECTION 4. Meetings

The Professional Certification Board shall meet at least once annually and at such other times and places as determined. A majority of the members of the PCB shall constitute a quorum for the transaction of business.

SECTION 5. Duties of the Professional Certification Board

The duties of the PCB shall be to:

- a. Administer a certification plan adopted by the WRPA.
- b. Develop such procedures, forms and materials as may be necessary for the implementation of the Plan.
- c. Maintain a full and complete record of its meetings including a register of all applicants for certification and the disposition of each application.
- d. Stimulate and conduct research relating to professional standards in general, and ways of improving the WRPA Professional Certification Plan.

- e. Conduct appropriate examinations of individuals applying for certification when an examination is made available from NRPA and adopted by WRPA.
- f. Administer and carry out a program of continuing certification (re-certification) as required in Article II, Section 6 of this Plan.
- g. Transmit annually a financial statement and a true and full report of its activities to the WRPA Board of Directors with a copy to be forwarded to the National Certification Board.
- h. Publicize the Plan by such means as may be deemed advisable.
- i. Publish annually the names of individuals certified under the Plan.

ARTICLE II – CERTIFICATION PROCEDURES

SECTION 1. Eligibility

Any individual who meets the qualifications stated hereinafter shall be eligible for certification under this Plan without consideration of race, creed, sex, age or handicapping condition, whether employed under public, quasi-public, or private auspices.

SECTION 2. Initial Application Procedures

Individuals will make a notarized application to the Professional Certification Board on the proper form accompanied by the initial fee as provided in Article III, Section 1 and an official transcript of academic credits taken through the highest degree (or diploma) claimed. All requests for information and questions on the application must be answered, additional professional information may be answered, additional professional information may be required by PCB from appropriate sources. Applications will be received in April and October of each year.

Therapeutic recreation personnel may be certified under this Plan. An applicant will be certified under one of three classifications for recreation, park resources and leisure service personnel (professional, provisional professional, or technician) in accordance with the established requirements for certification in this Plan. In addition, an applicant may elect that a specialization in therapeutic recreation be noted if National certification has been previously awarded by the national Council for Therapeutic Recreation Certification and documentation of same is furnished with this application.

SECTION 3. Requirements for Certification

The qualifications of each applicant shall be evaluated and acted upon within six months following receipt of the application. The standards for these classification levels shall be:

a. For the Professional

1. A bachelors or higher degree from an NRPA/AALR accredited program* verified by official transcript and pass the CLP examination; OR
2. A bachelors degree from a regionally accredited educational institution (without NRPA/AALR accreditation) verified by official transcript, with a major in recreation, park resources and leisure services with current full-time employment and not less than two years full-time experience (following the degree) in a recreation, park resources and leisure service position, and pass the CLP examination; OR
3. A bachelors or higher degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources and leisure services, and current full-time employment and no less than five years full-time experience (following the degree) in a recreation, park resources and leisure service position, and pass the CLP examination.

b. For the Provisional Professional

A bachelors or higher degree from a regionally accredited educational institution verified by official transcript, with a major in recreation, park resources and leisure services.

c. For the Associate

1. An Associate (two-year) degree from a regionally accredited institution verified by official transcript with a major in recreation, park resources and leisure services, OR
2. An Associate degree from a regionally accredited educational institution verified by official transcript with a major other than recreation, park resources and leisure services, and current full-time employment and no less than two years full-time experience (following the degree) in a recreation, park resources and leisure service position, OR
3. A high school diploma or equivalency certificate verified by official documentation and current full-time employment and no less than four years full-time experience (following the diploma or certificate) in a recreation, park resources and leisure service position.

d. Examinations

A national examination shall be required for the CLP

SECTION 4. Special Certification Procedures

a. Transfers

Transfer from one National Certification Board (NCB) approved certification program to the WRPA approved certification program may occur automatically without examination if the following conditions are met:

1. Currently certified
2. Identical standards at the same classification level for which transfer is sought.
3. Payment of appropriate transfer fee.

b. Change of Classification

Certified personnel who are qualified and wish to change to a higher classification will make application to the Professional Certification Board accompanied by transcript of credits beyond those already on file and/or provide proof of additional full-time experience in a recreation, park resources, or leisure service position. They shall be acted on by the Board within six months.

SECTION 5. Unusual Circumstances

Any person may petition the Professional Certification Board for the purpose of attaining certification for any classification level on the basis of circumstances not contained in this Plan. The Board shall receive and act on any such petition at the next scheduled meeting and shall in all cases offer the petitioner opportunity to be heard personally, to have witness, and to submit substantiating material. The Board shall act on each special petition individually. A negative decision may be appealed in the same manner as any finding of the Board.

SECTION 6. Continuation of Certification

As evidence of continued professional development, continuation of certification shall be required and will be contingent upon completion of a minimum of two (2) Continuing Education Units (CEU's) or equivalent academic course work from an accredited college/university in each twenty-four month period from the date of initial certification or re-certification. Such CEU's or

course work must be approved by the Professional Certification Board. An application and the required fee for continued certification must be submitted by the applicant to the Board within ninety days following the anniversary date of certification. Failure to satisfactorily document successful completion of these requirements within 180 days of the anniversary date of certification shall result in the withdrawal of certification.

SECTION 7. Denial or Withdrawal of Certification

- a. Certification will be withdrawn if the applicant fails to meet the necessary continuing certification requirements as set out in Article II, Section 6.
- b. Certification may be denied by the Professional Certification Board when any applicant does not meet the qualifications, is found guilty of conduct deemed detrimental to the profession by the WRPA Board of Directors, or when there is misrepresentation of any fact in connection with the application. In all cases, the Board shall notify the individual in writing of denial of certification and the reasons therefore, and shall provide opportunity for appeal.
- c. Certification may be withdrawn by the Professional Certification Board upon receiving written notification by the Board of Directors of the WRPA that the accused has been guilty of conduct deemed detrimental to the profession. In all such cases, the Board shall notify the individual in writing of withdrawal of certification and the reasons therefore and shall provide opportunity for appeal.

SECTION 8. Appeals

An applicant may appeal in writing to the Board of Directors of the WRPA a decision of the Professional Certification Board. The Board of Directors shall thereupon appoint an appeals panel that shall be comparable in qualifications and numbers to Professional Certification Board members, but shall not be composed of any members serving on the Professional Certification Board.

**PROFESSIONAL
CERTIFICATION
BOARD**

PROFESSIONAL CERTIFICATION BOARD

Personnel

1. Number: Three members to serve as a Professional Certification Board (PCB).
2. Terms: The PCB members shall be appointed for three-year, overlapping terms. No member shall serve more than two consecutive terms. Positions will be filled on a three-year rotation basis with one position vacated the first and two positions vacated each of the next two years.
3. Selection: President appoints the Chairperson and all board members with approval of the Board of Directors.
4. Vacancies: Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.
5. Qualifications/Requirements: Appointees must be certified professionals who have successfully completed not less than five years of full-time experience in recreation, park resources and leisure services.

Purpose

The PCB shall administer the programs of professional certification, continuing certification and continuing professional development as provided for in the WRPA Professional Certification Plan. The PCB shall develop the procedural guidelines necessary to administer the Professional Certification Plan.

Duties

1. Administer a certification plan adopted by the WRPA.
2. Develop such procedures, forms and materials as may be necessary for the implementation of the Plan.
3. Maintain a full and complete record of its meetings including a register of all applicants for certification and the disposition of each applicant.

4. Stimulate and conduct research relating to professional standards in general, and ways of improving the WRPA Professional Certification Plan.
5. Conduct appropriate examinations of individuals applying for certification (re-certification).
6. Transmit annually a financial statement and a true and full report of its activities to the WRPA Board of Directors with a copy to be forwarded to the National Certification Board.
7. Publicize the Plan by such means as may be deemed advisable.
8. Publish annually the names of individuals certified under the Plan.
9. Coordinate administration of CEU's with Conference and Workshop Committees.

Supplemental Responsibilities and Information

1. The PCB shall be responsible for evaluating the certification and continuing education programs and will propose changes as deemed appropriate.
2. The PCB shall create a manual detailing procedures and information relative to the certification process. Such manual shall be incorporated in the WRPA Manual of Procedures.

**WRPA PROFESSIONAL
CERTIFICATION BOARD**

ORGANIZATION & OPERATION

PROFESSIONAL CERTIFICATION BOARD ORGANIZATION & OPERATION

Organization of PCB

The President of WRPA shall annually, in March, appoint a senior member of the PCB as the PCB Chairperson. The Chairperson shall designate PCB officer duties of the continuing PCB members and newly appointed member(s). The Chairperson and other PCB members shall assume their duties in April.

Meetings

The PCB shall meet three times annually. The first meeting each year shall take place in March during the annual WRPA Conference to discuss PCB business, appointments, and CEU related concerns. The second and third meetings shall take place in May and November for the primary purpose of action related to applications received in April and October.

Officers and Duties

The officers of the PCB shall include a Chairperson and two other officers.

Chairperson:

1. Guides yearly project plans of the Board (draft policy);
2. Prepares and monitors yearly budget; submits for inclusion in the WRPA budget;
3. Schedules and conducts Board meetings; prepares agendas;
4. Effectuates Board correspondence;
5. Liaison with the Association's governing body;
6. Liaison with National Certification Board;
7. Monitors Board members' terms of office and makes recommendations from Board for appointments;

8. Effectuates actions/decisions/policies of the Board;
 9. Performs Public Relations duties and other related responsibilities;
 10. Prepares and distributes PCB Annual Financial Statement and report to WRPA and NCB;
 11. Prepares and distributes State Certification Report Form every six months. Forwards report and fees to NCB. Provides report to PCB members and WRPA Board of Directors;
 12. Provides for centralized record keeping for PCB as well as official address of PCB for receipt of applications, fees and correspondence;
 13. Accepts all PCB incoming correspondence and distributes this correspondence to the appropriate officer for review, and report at next scheduled PCB meeting.
-
1. Processes and records all application for initial certification, change of classification and transfer;
 2. Initial review, organization and distribution to Board members for review;
 3. Prepares final review and sign-off on all applications;
 4. Effectuates the completion of all approval letters, and certificates; forwards for other necessary signatures;
 5. Coordinates the mailing of approval letters, and certificates;
 6. Coordinates the mailing of letters to mayors/administrators;
 7. Prepares and distributes the final approved list of those initially certified;
 8. Issues all letters of denial or notification of category (level) of certification eligible for (if different than level applied for); effectuates appropriate refunds;
 9. Orders and stores certificates, cards, etc. and performs all duties related to initial certification, change of classification, or transfer;
 10. Maintains a list and records of certified individuals by year initially certified;

11. Issues letters and application forms to all candidates for continuing certification three (3) months prior to the renewal date;
12. Processes and records all continuing certification applications;
13. Initiates review, organization, and distribution to Board members for review.
14. Prepares final review and sign-off on all applications for continuing certification;
15. Effectuates the completion of all approval letters, and certificates; forwards for the necessary signatures;
16. Coordinates the mailing of approval letters, and certificates to those re-certified;
17. Issues letters of 90 day “grace” for those not meeting the continuing professional development requirements, or to those certified who did not reapply for continuing certification;
18. Issues letters of withdrawal of certification after a 180 day period has elapsed;
19. Prepares and distributes the final approved list of those re-certified in each application period;
20. Orders and stores certificates, etc; and
21. Performs all duties related to the continuing certification process/applications.
22. Records, transcribes, and distributes minutes to the Board; submits set of minutes for each year to centralized records in January;
23. Arranges for the meeting place and provides notice of meetings to Board members;
24. Maintains an official file of Board minutes, letters, and other official correspondence;
25. At the discretion of the Board, and direction of the Chairperson, issues letters and correspondence pertaining to the actions of the Board;
26. Effectuates all public information articles, exhibits, letters, etc., in promotion of certification, continuing certification and continuing professional development;
27. Submits information related to certification and continuing professional development to the editor of the WRPA NEWS quarterly for inclusion in the Certification section of the newsletter;

28. Submits list of those currently certified to WRPA NEWS editor annually for publication in the March issue;

29. Responsible for updating of the PCB Certification Manual.

Continuing Professional Development Officer:

1. Assists Chairperson with the promotion of continuing professional development and CEU attainment;
2. Distributes a (PCB) “CEU Endorsement Application” form to potential program sponsors;
3. Receives and reviews all applications from program sponsors which request PCB endorsement and CEU designation;
4. Prepares recommendations to the Board/Chairperson regarding approval or disapproval of such applications;
5. Notifies all applicants in writing of approval/disapproval and furnishes those approved with PCB recording/reporting requirements;
6. Maintains a roster, submitted by the program sponsoring agency, of those participants receiving CEU’s in the PCB endorsed program;
7. Performs all related duties regarding the continuing professional development/CEU process;
8. Coordinates with program/workshop/section chairmen of WRPA sponsored training for the proper administration of CEU’s. Receives CEU endorsement application and other pertinent program materials from chairperson of the training program. Evaluates based on CEU criteria – determines CEU values of educational sessions, recommends approval/disapproval to PCB/PCB Chariman. Coordinates with training session chairperson the monitoring and recording procedures established for CEU credits at WRPA training programs. Distributes WRPA Training Certificates (CEU Award).

D. Fiscal Management/Reporting

Budget:

The PCB budget year for reporting purposes shall begin on July 1 and end on June 30. The budget of the PCB shall be submitted to the WRPA Budget Committee Chairperson for July to June WRPA fiscal year in April of each year by the PCB Chairperson. The PCB budget shall be a line item in the annual WRPA budget.

Annual Financial Statement and Report:

The Chairperson of the PCB shall in June of each year submit an annual financial statement and report to the Board of Directors of the WRPA with a copy to the NCB.

State Certifications Reporting:

The PCB Chairperson shall submit a State Certification Report Form and a payment of \$7.50 for each application approved by the PCB for inclusion on the National Roster to the NCB every six months in June and December.

Use of Funds Accrued:

The PCB shall plan for the disposition of accrued funds. Disbursement of accrued funds must be re-applied to the Certification process.

E. Records

Effective Date of Certification:

Those who applied for certification between March 15, 1984 and June 1, 1984 and received approval shall be certified as of April 1, 1984. Those who applied between June 2, 1984 and December 31, 1984 and received approval shall be certified as of October 1, 1984.

Beginning in 1995, applications shall be received only in October. Applications received and subsequently approved during each application period shall have an effective date of or October 1 based on when the application was submitted.

PCB Meeting Minutes:

The Secretary/Public Information Office shall record, transcribe and distribute minutes of PCB meetings to the Board. A complete set of minutes shall be filed with the centralized records address in January of each year.

Certification Records:

The Chairman of the PCB shall provide for space, maintenance and annual updating of PCB centralized records. These records shall include yearly meeting minutes, individual files for each applicant for initial certification, re-certification, continuing professional development, CEU endorsement records, as well as pertinent records.

F. Criteria for Continuing Professional Development

Continuing Education Requirements:

In order to maintain continued certification, the Professional Certification Plan requires continued professional development which may be satisfied as follows:

1. Participating in qualified, PCB approved/endorsed programs which award Continuing Education Units accumulating a minimum of 2 CEU's over each two year period.
2. Completion of an academic course (for college credit), of a minimum 2 credit hours, from an accredited institution of higher education.

Continuing Education Units:

One CEU is ten contact hours of participation in an organized continuing education experience which meets the "Criteria and Guidelines for the Continuing Education Unit" (established by the National Council on the Continuing Education Unit), these being: (1) responsible sponsorship, (2) capable direction, and (3) qualified instruction.

CEU's will be accepted for re-certification by the PCB if they meet the criteria below:

1. They were obtained in established Continuing Education Programs of:
 - a. accredited colleges/universities through a Continuing Division.
 - b. Adult, Continuing, Community Education offices of a public school system.
 - c. the National Recreation and Parks Association and/or its affiliates.
 - d. any other agency or organization offering training programs that adhere to the standards described above in the paragraph titled Continuing Education Units.

CEU's from the above will be automatically accepted by the PCB and do not require prior approval of the PCB. The applicant for re-certification merely submits official proof by the above that CEU's were awarded to them for completion of the program.

2. They were obtained in training/education programs presented by private, governmental, or organizational sponsors whose programs were officially endorsed by the PCB prior to implementation. Application forms for PCB endorsement of agencies, organizations, associations, or individuals desiring to award CEU's recognized/approved by the PCB for re-certification of recreation, park resources, and leisure service personnel may be obtained from the PCB.

IT SHOULD BE NOTED THAT PROOF OF COMPLETION OF AN ACADEMIC COURSE (FOR COLLEGE CREDIT) OF A MINIMUM OF TWO CREDIT HOURS WILL BE ACCEPTED FOR THE CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR RE-CERTIFICATION IN LIEU OF CEU'S (NON-COLLEGE CREDIT).

CEU Acceptance Procedure:

At the completion of each PCB approval/endorsed continuing education program that awards CEU's, individuals will receive from the agency sponsoring the program official documentation that they have been awarded CEU's for completing the program. These must be saved and submitted by the individual to the PCB when applying for re-certification every two years. Upon receipt, the PCB will cumulatively record such continuing professional development and maintain same in a file accessible only to PCB members and the Appeals Committee of the Board of Directors of the WRPA. The applicant should maintain a personal copy.

In addition, those sponsoring agencies endorsed by the PCB will submit to the PCB an official roster of individuals awarded CEU's in the specifically endorsed program.

WRPA
ENDORSEMENT PROCEDURE AND CRITERIA FOR EDUCATIONAL PROGRAMS
REQUESTING TO AWARD CONTINUING EDUCATION UNITS

INTRODUCTION

The Wyoming Recreation and Parks Association Professional Certification Board (PCB) is that body responsible for approving and endorsing educational programs awarding Continuing Education Units (hereinafter referred to as CEU) that will be accepted for re-certification purposes of recreation, park resource, and leisure service personnel who have been previously certified as part of the National Certification program.

Any agency organization or individual implementing an educational program who desires to award full CEU's, or portions thereof, for recreation, park resource, or leisure service personnel participating in their program that would be accepted by the PCB as evidence of the continuing professional development requirements for re-certification, must have the prior approval/endorsement of the program by the PCB.

The educational program must meet all the criteria for continuing education units as required by the Council on the Continuing Education Unit located in Silver Springs, Maryland, criteria to which the PCB adheres and which is summarized in this publication. These criteria and the procedures for endorsement are outlined below.

CRITERIA FOR CONTINUING EDUCATION UNITS

Definition

The Continuing Education Unit (CEU) has been designed as a uniformed unit of measurement to facilitate the accumulation and exchange of standardized information about individuals participating in non-credit Continuing Education. One Continuing Education Unit is defined as:

- ! Ten contact hours of instruction participation...
- ! Organized Continuing Education experience...
- ! Responsible sponsorship...
- ! Capable direction and qualified instruction...

Each element included in the definition of a CEU is an integral part of the larger concept of developing an educational experience of sufficient merit to be documented in permanent form on the record of the individual participant.

Ten Contact Hours of Participation:

The contact hours are defined as a typical fifty minute classroom instructional session or its equivalent.

Ten contact hours are required for one CEU. This board shall not endorse any program of less than four contact hours of instruction or .4 CEU's. In special cases the board will review exceptions where unusual requirements are required to meet the educational goal. Please note that only educational or training hours can be counted as contact hours. Those activities that may NOT be included as part of the instructional contact hours are as follows:

- a. Refreshment and lunch breaks
- b. Introductions, registration time
- c. Any other non-instructional time

Organized Continuing Education Experience

An organized educational experience presumes there has been planning to meet a specific need. All elements of such planning should determine the programs' educational objective in terms of:

- a. The clientele to be served
- b. The new competence to be achieved
- c. The content or subject matter to be covered
- d. The program format and instructional methodology
- e. The long range educational goals of the sponsor

Responsible Leadership:

The sponsoring organization that awards CEU's may be, or portions thereof, an educational institution; a professional association or a business or governmental organization. **THE SPONSOR MUST ASSUME ADMINISTRATIVE RESPONSIBILITY FOR THE PROGRAM.** The responsibility includes the assignment of direct supervision of the activity to a professionally capable program director or educational administrator, and, the maintenance of a permanent record system.

Capable Direction:

Elements of capable direction shall include:

- a. Professional leadership in program planning and development
- b. A clear educational format to meet objectives
- c. Assignment of qualified instructional staff
- d. Implementation of evaluation techniques applicable to both individual participants and the total program

Qualified Instructor:

Selection of qualified staff should meet the following qualifications:

- a. Competence in subject matter based on experience in same; formal educational training; demonstrated knowledge through publications or journals.
- b. Ability to transmit the educational content to the participants.
- c. Understanding of program objectives and commitment to reach goals.
- d. Knowledge and skill in the instructional methodology and learning processes to be employed.

Activities/Programs Which Do Not Meet CEU Criteria:

- a. Academic credit programs or courses
- b. High school equivalency programs
- c. Indoctrination programs
- d. Committee meetings
- e. Policy assignments
- f. Meetings and conferences
- g. Mass media programs or promotions
- h. Entertainment or recreation (personal)
- i. Individual scholarships (individual writings and research)
- j. Work experience
- k. Self-directed studies
- l. Membership activities and/or certification programs

Procedures for Request of Endorsement:

1. Complete the attached application form detailing fully how your program meets the above listed criteria for continuing education units.
2. Send the application to: WRPA Professional Certification Board

Additional Information:

1. Application will be reviewed by the PCB and notification of approval/denial issued thirty (30) days after dater of receipt. It is recommended, therefore, that applications be submitted well in advance of your projected printing deadline if you wish to note the endorsement; a record of individuals completing the CEU program must be maintained by the sponsoring organization, a copy of which must be forwarded to the WRPA office within ten working days following completion of the program. The individual participant must also be given documentation of participation and completion (noting the CEU contact hours awarded) for their personal records.
2. PCB endorsement of a specific number or portion of CEU's will be in effect for that program date, and time period as indicated on the acceptance form; all approved programs are subject to continued monitoring by the PCB, and if any program fails to meet the criteria outlined in the application, endorsement will be withdrawn and CEU credits will not be accepted.
3. The application is to be for one educational program only; additional programs for which you request endorsement must be applied for separately.
4. WRPA will advertise programs offering approved CEU's for recreation, park resource and leisure service personnel in its quarterly publication.

Promotion of Continuing Education:

G. Application Review

The PCB shall receive the following applications which shall be acted upon by the PCB officer responsible, as outlined below:

| | |
|-------------------------------|---|
| Initial Certification..... | Certification Officer |
| Change of Classification..... | Certification Officer |
| Transfer..... | Certification Officer |
| Continuing Certification..... | Continuing Certification Officer |
| CEU Endorsement..... | Continuing Professional Development Officer |

All certification applicants may be submitted in April and October of each year, and will be acted upon in May and November of each year. CEU endorsement applications may be submitted at any time and acted upon within 30 days.

Applications shall be checked for completeness by the appropriate officer who shall use the application checklists provided on the Publication/Forms section of this manual, in reviewing applications.

H. Notification

Initial Certification:

The PCB shall notify applicants of award/denial of their application within six months of receipt. Notice shall be mailed to the applicant on the WRPA Notification letter, normally to be issued in June and December.

Continuing Certification:

The PCB shall issue an information/application form to all candidates for continuing certification three (3) months prior to the renewal date. Letters of 90 day “grace” for those not meeting continued professional development requirements, or to those certified who did not re-apply for continuing certification, shall be issued on the applicants certification renewal date. Letters of withdrawal of certification shall be issued after a 180 day period has elapsed.

Continuing certification applicants will be notified of approval/denial within six months of receipt. Notice shall be mailed on the WRPA Notification letter, normally to be issued in June and December.

WRPA CEU’s

The continuing Professional Development officer shall mail notification of award of WRPA sponsored CEU’s on the WRPA Training Certificate following successful completion of training.

Change of Classification/Transfers:

The PCB shall notify applicants of award/denial of their application within six months of receipt. Notice shall be mailed to the applicant on the WRPA Notification Letter, normally to be issued in June and December.

Therapeutic Recreation Notification:

Therapeutic recreation personnel may be certified under one of the three classifications for recreation, park resources, and leisure service personnel in accordance with the established requirements for certification in the WRPA Professional Certification Plan. Should such application be approved, the applicant may elect that a specialization in therapeutic recreation be noted on the WRPA certification certificate if National Certification has been previously awarded by the National Council for Therapeutic Recreation Certification and official documentation of same is furnished with the application.

Public Notice:

A current roster of individuals certified by the PCB shall be published annually in the March issue of the WRPA FOCUS.

Letters to Mayors/Administrators:

Upon initial certification the PCB certification officer shall issue formal notification to the appropriate Mayor/Administrator/Department Head and recommend acknowledgement.

I. WRPA Sponsored Training:

The PCB shall coordinate with WRPA Conference/Workshop/Section Chairpersons to provide for the proper administration of CEU's for WRPA sponsored training programs.

The WRPA Conference/Workshop/Section Chairperson shall submit a completed CEU endorsement application to the PCB. The PCB will evaluate the training program, determine the CEU values of educational sessions approved, and coordinate with the training chairperson the monitoring and recording procedures outlined below.

CEU Monitoring Process:

Each training program participant shall receive a CEU monitoring card in their packet. The card will have all the CEU sessions listed on it with a space for a stamp beside each session, and shall include a space for the name of the participant and other pertinent personal information.

There will be a monitor at each session who will stamp each attendee's card at the end of the session as the people leave. Anyone arriving after the first 15 minutes will have their card stamped with a "no credit" stamp at the time that they arrive. Anyone departing from a session prior to the end of the session will have their card stamped with a "no credit" stamp at the time they depart. Members of the program committee will be identified with a special badge and be permitted to leave 15 minutes early if necessary.

At the end of the training program, the CEU monitoring cards will be collected by the training program chairperson, who shall forward the cards to the PCB Chairman.

The continuing professional development officer shall distribute WRPA Training Certificates to those attendee's who return their CEU cards for credit. These certificates shall serve as official documentation of the number of training hours and CEU credits earned at the training program.

J. PCB Planning Schedule:

January:

- Issue renewal notice with Information/Application Form – January 1
- Secretary submits yearly minutes to centralized filing

February:

- Secretary submits certification column to WRPA publication with current list of those certified
- Issue withdrawal notices – February 1

March:

- Meeting of PCB - Appointments

April:

- Application Open
- Duties Assumption

May:

- Meeting of PCB – Application review
- Proposed budget reviewed for submittal to WRPA
- Review yearly project plans
- Secretary submits certification column to WRPA publication

June:

- End of fiscal year
- Issue State Certification Report Form and Remittance
- Submit Annual Financial Statement & Report to WRPA with a copy to the NCB
- Issue notification letters, letters to mayors, certificates

July:

- Beginning of fiscal year
- Issue renewal notices with Information/Application Form – July 1

August:

- Issue withdrawal notices – August 1
- Secretary submits certification column to WRPA publication

September:

October:

- Application open

November:

- Meeting of PCB – Application review
- Issue 90 day notices – November 1
- Secretary submits certification column to WRPA publication

December:

- Issue State Certification Report Form & Remittance
- Issue notification letters, letters to mayors, certificates

NOTE: Does not address WRPA Training Certificate issuance, nor Endorsement Application responses, which will be acted upon as necessary.

**WRPA PROFESSIONAL
CERTIFICATION BOARD
PUBLICATION/FORMS**

WYOMING RECREATION AND PARKS ASSOCIATION

INFORMATION/APPLICATION FORM

FOR PROFESSIONAL CERTIFICATION AND
CERTIFICATION RENEWAL

A member of the
National Recreation and Parks Association
NATIONAL CERTIFICATION PLAN
For Recreation, Park Resources, and
Leisure Service Personnel

