

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

Subject

**Recreation Program**

Policy Number

**25**

Number of Pages:

**5**

Section:

**XIII**

**Attachments**

- XIII.25.A Recreation Department Treatment Team Notes
- XIII.25.B Notice of Recreation in Alternative Area Form
- XIII.25.C Recreation Intern Requirements and Duties
- XIII.25.D CTRS Intern Requirements and Duties
- XIII.25.E Team Release of Liability Form
- XIII.25.F Visitor/Volunteer Release of Liability Form

**Related Standards & References**

ACA 3-JDF-1G-01, ACA 3-JDF-5E-01, ACA 3-JDF-5E-02, ACA 3-JDF-5E-03, ACA 3-JDF-5E-04

**Effective Date:**

Approved:

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**I. POLICY:**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that Oakley Youth Development Center (OYDC) shall provide youth with an organized and planned program of recreation and leisure activities to assist youth in improving and maintaining physical, cognitive, social, and emotional functioning. Recreation facilities/activities (outdoor and indoor) and staff are provided in sufficient number to ensure that each youth receives a minimum of one hour of upper body exercise per day, seven (7) days a week.

**II. DEFINITIONS:**

**Director of Recreation Services:** Staff member whom oversees the development and implementation of the facility master schedule, supervises recreation staff and recreation program, coordinates campus special events, supervises volunteer coordinator, and manages recreation facilities and supplies.

**Coach:** Recreational staff member that assists in planning, coordinating, and leading recreational and leisure activities and special events for youth.

**CTRS Intern:** An individual seeking certification to become a Certified Therapeutic Recreation Specialist (CTRS) under the supervision of the Director of Recreation Services and a site CTRS supervisor per the guidelines set forth by the National Council for Therapeutic Recreation Certification (NCTRC) (XIII.25.D-CTRS Intern Requirements and Duties).

**Recreation Intern:** An individual that is seeking internship credit hours and/or completion as a part of an approved university program. This individual, under the supervision of the Director of Recreation Services, performs recreational duties and responsibilities per their university and OYDC internship requirements and standards. (XIII.25.C-Recreation Intern Requirements and Duties).

**Student Coaches:** OYDC youth which have undergone an interview process and approved to assist in planning and implementing recreational and leisure activities for youth. Student coaches participate in this role as a part of the Community Workforce Program (OYDC policy: XIII.23)

**Exercise:** Increased aerobic activity that stimulates and improves physical health through the use of large-muscle activities such as walking, calisthenics, and isometrics.

**Leisure Activities:** Structured time that promotes creativity and socialization (i.e. arts and crafts, tabletop games, pool, video games, movies, etc.).

**Special Management Unit (SMU):** A housing unit with special rules and procedures established to manage a unique population of youth requiring removal from the general population. These units have specialized programs and structure designed to address the needs of these youth and have different rules for daily operation and unique security and control features.

**Sports/Team Recreation:** Physical activity provided in a coordinated system that includes exercise (i.e. basketball, flag football, soccer, softball, swimming, track and field, golf, cycling, etc.).

### III. PROCEDURES:

All recreational and leisure activities will be planned and conducted according to the facility master schedule. Any adjustment or change in activities set forth in the master schedule must be approved by the Facility Administrator or Duty Administrator prior to the change or adjustment.

- A. The Director of Recreation Services will oversee the development and delivery of recreation and leisure services. Recreation and leisure services may take place in any area or facility on the OYDC campus. The location of leisure and recreational activities will be based upon the location being deemed fit for the activity and safety of youth by the Director of Recreation Services and Facility Administrator.
- B. Coaches will plan, coordinate, and lead recreational and leisure activities for youth. In exigent circumstances, with prior approval from the Director of Recreation Services and/or the Facility Administrator/Administrator on Duty, a Juvenile Care Worker (JCW) may conduct recreational and leisure activities.
- C. Staffing coverage will be provided for all recreation and leisure activities to ensure the safety and appropriate supervision of all youth, to include daytime, evening, weekend, and holiday activities (See OYDC policy: XV.7. PREA).
- D. Recreation Program:
  1. The OYDC recreation program will include:

- a. A wide variety of physical activities (exercise, sports/team recreation, and leisure activities) will be outlined in the facility master schedule
  - b. Physical skill-building to help promote and maintain a lifetime of fitness
  - c. Team building and participation to encourage and teach appropriate social skills
  - d. Encouragement of youth to self-monitor and set personal fitness goals
2. Recreation and leisure activities will be scheduled for a minimum of one hour for each weekday and for a minimum of four hours on weekends and holidays.
  3. Coaches, in coordination with the Director of Recreation Services, will be responsible for developing a recreation schedule that ensures the program will provide a variety of exercise, leisure activities, and sports/team recreation activities.
  4. A variety of equipment, both fixed and/or movable, will be provided for indoor and outdoor recreation. Director of Recreation Services will maintain inventory of all facility recreation equipment, items, and materials.
  5. Coaches, in coordination with the Director of Recreation Services, will ensure that all recreation areas are properly ventilated, free from objects that may cause harm, and are at an appropriate temperature.
  6. Youth will wear appropriate attire, including footwear, when participating in recreational and leisure activities (policy XIII.I.G-Youth Handbook).
  7. Visitors participating in any OYDC recreational and/or leisure activities will wear appropriate attire in accordance with visitor dress code (See OYDC attachment: XV.3.D, Visitor Dress Code).
  8. Activities that present a high chance of injury (i.e. boxing, tackle football, martial arts, weight lifting, etc.) will not be provided. Proper safety procedures and equipment will be used in all activities.
- E. Safety/Security
1. Any youth that sustain major and/or minor injuries during recreational and/or leisure activities will receive medical attention from OYDC medical staff.

2. Recreational Staff and/or JCWs are to notify OYDC Supervisor(s), Director of Recreation Services, Duty Administrator, and/or the Facility Administrator when a major and/or minor incident occurs during any recreational and/or leisure activity, document the activity in the Unit Log Book, and fill out an incident report (See OYDC policy: VII.2, Incident Reporting). Youth will receive medical attention from OYDC medical staff if an injury occurs during the major and/or minor incident (See OYDC policy: XI.26, Emergency Medical Response and Services).
  3. Strenuous exercise in a very hot environment, inadequately ventilated space, or with heavy, insulated clothing should be avoided. Medical staff may restrict activities for certain youth when medically necessary only for the purpose of ensuring the youth's health and safety.
    - a. Recreational staff and JCW Supervisors should also be aware of the Air Quality Index (AQI) for ozone through local news outlets or [www.airnow.gov](http://www.airnow.gov). Recreation staff should restrict outdoor physical activity for youth with asthma or other respiratory problems when the AQI is over 100 (Code Orange or Red, as unhealthy for sensitive groups).
  4. A licensed lifeguard will be present in the pool area at all times during swimming sessions.
  5. Youth placed on SMU units and/or DPI will receive a minimum of one hour of upper body exercise daily on the unit (See OYDC policies: VII.9, Due Process Hearings, VII.11, Due Process Isolation, VII.7, Assessment Management Unit, XIII.8, Behavior Management Unit, and XIII.22, Observation Pod). When approved by the Director of Recreation Services and/or Facility Administrator in coordination with OYDC Clinical Department, youth placed on an SMU unit may receive recreational services outside the unit per the youth's plan.
  6. Any approved AAU Team, volunteer team, and/or volunteers participating in recreation and/or leisure activities must sign a facility medical waiver and liability release form prior to participation (See attached: XIII.25.E, Team Release of Liability Form and XIII.25.F, Visitor/Volunteer Release of Liability Form).
- F. Planning of programs will consider the needs and interests of youth, including those with disabilities.
- G. All youth will have access to recreation and leisure activities and will be encouraged to participate. Participation by an individual youth may be modified as necessary because of security concerns and/or the mental/physical condition of the youth (See OYDC policies: VII.9, Due Process Hearings, VII.11,

Due Process Isolation, VII.7, Assessment Management Unit, XIII.8, Behavior Management Unit, XIII.12, Suicide Prevention, and XIII.22, Observation Pod).

- H. Grouping of youth in recreation program activities will be based upon appropriate staffing ratios, interest of youth, and safety of number of participants in the activity/activity location.
- I. If a youth must be removed from a recreation and/or leisure activity based upon engagement in aggressive and/or inappropriate behavior and receive their recreational and/or leisure services in an alternative location, coaches and/or Director of Recreation Services must note this in their Recreation Department Treatment Team Notes (See attached: XIII.25.A), and notify the Director of Recreation Services, Facility Administrator, and/or Administrator on Duty. Staff will complete a Notice of Recreation in Alternative Area Form (See attached: XIII.25.B) and submit the form to the OYDC Mental Health Department.
- J. In the event of an emergency, only the Facility Administrator or Administrator on Duty may suspend recreation and leisure activities. Suspension and reason for suspension of recreation or leisure activities must be documented in the Unit Log Book and an incident report must be written (See OYDC policy: VII.2, Incident Reporting).
- K. If any youth, including youth on an SMU, does not receive a minimum of one hour of upper body exercise for any reason other than an emergency approved by the Facility Administrator or Administrator on Duty (i.e. youth refusal, emergency medical/mental health crisis management, youth continued engagement in aggressive behavior, etc.) staff must document the nonoccurrence/nonparticipation in the Unit Log Book and fill out an Incident Report stating the reason for the nonoccurrence/nonparticipation (See OYDC policy: VII.2, Incident Reporting).