



## Lake Host Program Terms of Participation

NH LAKES may terminate the participation of a group at any time due to a violation of these Terms of Participation or complaints of misconduct.

### Participating group's leadership will:

- Ensure the partner group, as an organization, will support NH LAKES at the minimum \$300 annual "Partner" level—this will count toward the organization's local match.
- Appoint a Program Coordinator(s) capable of leading and fostering a well-functioning, professional, safe, inclusive, and effective Lake Host Program who serves as the primary liaison with NH LAKES.
- Refer to the program as "a program of NH LAKES" in partnership with the local group in all written and verbal communications.
- Provide a time commitment by leadership of approximately five hours per week during the duration of the program to ensure the local organization, NH LAKES, boaters, and our lakes get the maximum possible benefit out of the Lake Host program
- Recruit Lake Hosts (employees and volunteers) and determine competitive pay rates for all Lake Host Program employees *at least \$10 per hour*.
- Ensure all employment and volunteer paperwork and data are submitted as prescribed by NH LAKES.
- Develop weekly ramp coverage schedules for Lake Hosts. Provide the Lake Host (volunteer and employee) schedule to Lake Host and NH LAKES and communicate, in advance, if there are any scheduling changes.
- Groups may use payroll award funds to staff the program through the following dates:
  - Monday, April 14, 2025 - Monday October 27, 2025 \*\* pending approval of NH LAKES' contract with the Executive Council.
- Verify and approve employee timecards every two weeks as prescribed by NH LAKES.
- Track payroll spending and volunteer match accrual and ensure local funding payments are submitted to NH LAKES on time for program participation and extended ramp coverage.
- Provide additional funds to cover employees' hourly wages and statutory benefits before the payroll award runs out. NH LAKES cannot advance funds to cover hours beyond the payroll award.
- Maintain regular communications with NH LAKES regarding volunteer and employee performance to meet program expectations. Local Coordinators may be asked by NH LAKES to help develop and oversee performance improvement plans for employees or volunteers.
- Inform NH LAKES immediately of any complaints violating NH LAKES' zero-tolerance policy about harassment or violence of any type, regardless of position or rank within the organization (including any harassment of employees or volunteers by boaters or other visitors to the access site). NH LAKES will take all complaints seriously and investigate complaints promptly, and all investigations and outcomes will be kept confidential to the maximum extent possible.
- Notify NH LAKES immediately of any safety issues and/or injuries incurred by any volunteer or employee while on duty.
- Obtain materials for all Lake Host employees and volunteers consisting of a uniform (t-shirts and an optional hat), pen, clipboard, incident reporting card, suspicious specimen forms, and a starting amount of necessary paperwork and handout materials. Uniform shirts and hats are limited; please take a reasonable number and leave enough for other groups!
- Ensure Lake Hosts have a self-service system to access program materials and submit paperwork. This



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system should not require the employee or volunteer to enter a private residence.

- Regularly visit all Lake Hosts at the access site to evaluate performance and offer respectful and constructive feedback and retraining; restock supplies; and evaluate the access site to ensure safe working conditions.
- Complete and submit the online end-of-season evaluation survey provided by NH LAKES.
- Contribute a minimum of 100% local match toward the payroll award and maintain proper documentation. The following counts as local match:
  - Local funding is spent on additional hours beyond what is provided through payroll awards.
  - ALL volunteer time (valued at the national rate), including time spent coordinating the program by phone, email, or in person, time spent driving to or from the ramp, time spent at training, etc.
  - ANY out-of-pocket expenses for the program, including postage, chairs for Lake Hosts, ramp supplies, volunteer mileage (valued at the federal rate), etc.
  - Note: Proper documentation must be submitted to NH LAKES for ALL local match contributions by the end of the final pay period to be counted for your group.

### NH LAKES will:

- Pre-approve award determinations based on standardized criteria and review all payroll award applications.
- Execute a letter of agreement with each participating local organization and provide access to all required administrative forms.
- Hire employees based on the recommendation of the local program leadership. NH LAKES reserves the right to refuse any individual for an employee or volunteer relationship that does not appear to be qualified.
- Pay employees for hours worked (with proper documentation and verification), provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, Workers' Compensation Insurance), and manage all payroll and IRS reporting requirements.
- Employees earning over \$5,000 this season can participate in the NH LAKES retirement plan.
- Provide complimentary program materials for Lake Hosts: a uniform (t-shirt and hat), pen, clipboard, and a starting amount of necessary paperwork and handout materials.
- Provide one complimentary A-frame "Lake Host on Duty" ramp sign to each group if your group doesn't have one already.
- Provide formal training and materials for program participants.
- Draft performance improvement plans in collaboration with the local group to address Lake Host behavior concerns. *Only NH LAKES may terminate an employee or volunteer relationship with the Lake Host Program.*
- Provide training on how to submit all forms, payroll, and use the data entry platforms.
- Provide technical support and assistance to program participants.
- Provide weekly updates to the group's leadership on payroll spending and volunteer match accrual.
- Make a report of suspicious specimen identifications available.
- Provide reasonable accommodations for individuals under the Americans with Disabilities Act.
- Provide a final activity report with basic data analysis at the end of the season.