

FRANKLIN LAKES RECREATION AND PARKS DEPARTMENT
REGULATIONS AND POLICIES

As approved by the Mayor and Council 2/10/09

1 MISSION STATEMENT

- 1.1 The Mission of the Recreation and Parks Department is to provide a broad range of quality recreational activities for all members of the Franklin Lakes community, including a broad range of youth sports programs. The programs will promote athletic and other recreational activities, good sportsmanship and community involvement in a safe and supportive environment. The Department will make every effort to provide such services on a cost effective basis.

2 RECREATION AND PARKS COMMITTEE

- 2.1 Purpose. The Committee shall have the purpose of advising the Recreation and Parks Director and Mayor and Council on matters relating to the recreation and parks programs and facilities of the Borough of Franklin Lakes, including, but not limited to:
- 2.1.1 Provide guidance and general oversight for all of the Borough's recreational programs and uses, including active and passive recreation and park facilities.
 - 2.1.2 Strive to maintain safe youth and adult programs which meet the needs of our community, including but not limited to athletics and related physical activities, special needs programs, programs for seniors and families, and social and cultural events.
 - 2.1.3 Strive to maintain a safe environment for residents to pursue their personal recreation.
 - 2.1.4 Promote volunteerism for recreation and park programs.
 - 2.1.5 Study such matters as may be referred to it by the Mayor and Council and report its findings and conclusions thereon in writing to the Mayor and Council.
- 2.2 Borough residents are encouraged to attend Committee meetings and bring any applicable information to the attention of the Committee.
- 2.3 Composition; terms of office. The Recreation and Parks Committee shall consist of 11 members, all of whom shall be required to be residents of the Borough of Franklin Lakes. Appointments to the Committee shall be made by the Mayor with the advice and consent of the Council. The terms of office of the initial Committee shall be staggered with three members being

appointed for three years, four members being appointed for two years and four members appointed for one year. Thereafter, the terms shall be for three years. In the event a vacancy occurs on the Committee, the position shall be filled for the unexpired term in the same manner as the original appointment. The Committee may include two senior members of the community recommended by the Franklin Lakes Senior Club. No member can serve more than two full consecutive terms. A member's position on the Committee may be deemed vacated by the Mayor and Council if such member fails to attend three consecutive regular monthly meetings of the Committee. All members of the Committee shall attend and become certified through the Rutgers University Athletic Safety Program.

2.4 Organization.

2.4.1 The Recreation and Parks Committee shall annually elect a chairman, vice chairman and such other offices as the Committee may deem necessary. The term of office shall be one year. No officer may serve in the same position for more than two years.

2.4.2 The Recreation and Parks Committee shall adopt bylaws for its administration and establish regulations and policies for its activities; provided, however, that such bylaws, regulations and policies shall be subject to the approval of the Mayor and Council.

2.4.3 The Recreation and Parks Committee shall hold meetings monthly or more frequently if required.

2.4.4 The Recreation and Parks Committee may establish subcommittees, as necessary, to assist the Committee in meeting its needs.

2.5 Responsibilities. The responsibilities of the Recreation and Parks Committee shall include:

2.5.1 Assist and advise the Recreation and Parks Director with respect to policies and programs, the development of new initiatives and the management and general supervision of existing programs.

2.5.2 Provide recommendations, measurements and benchmarking of the overall quality and services offered by the Recreation and Parks Department.

2.5.3 In November of each year, assist the Recreation and Parks Director in preparation of the annual budget for the Recreation and Parks Department and review and approve such budget prior to its submission to Council.

- 2.5.4 Maintain communication with other Borough bodies, such as the library and schools, and other neighboring municipalities in order to minimize duplication of efforts and foster joint programs.
 - 2.5.5 Assist in achieving the recreational goals of the Franklin Lakes Reservoir project.
 - 2.5.6 Provide long-term strategic planning for recreational programming and capital needs for parks.
 - 2.5.7 Review and approve, if acceptable to the Committee, all individuals recommended by the Recreation and Parks Director for the positions of program director, league director and coach.
 - 2.5.8 Establish annually the Code of Conduct Committee from its members as provided in §107-4E of the Borough Code.
- 2.6 Nothing in these Franklin Lakes Recreation Department Regulations and Policies shall supersede the Borough ordinances, as same may be amended, including without limitation, Chapter 107.

3 RECREATION AND PARKS DEPARTMENT

- 3.1 Responsibilities. The Recreation and Parks Department will:
- 3.1.1 Maintain a website, the purpose of which is to provide the community current information concerning the programs and facilities of the Recreation and Parks Department.
 - 3.1.2 Maintain a calendar of activities.
 - 3.1.3 Prior to the annual budget process, the Recreation and Parks Director and the Borough Administrator will address the Committee as to the financial goals for the Recreation and Parks Department.

4 PROGRAM DIRECTOR

- 4.1 Each program will be administered by a Program Director, which shall be approved by the Recreation and Parks Committee. The Director shall be under the direct supervision and guidance of the Recreation and Parks Director.
- 4.2 Responsibilities. The Program Director will:
- 4.2.1 Jointly with the Recreation and Parks Director, select and appoint a Director of each League, with approval of the Recreation and Parks Department Committee, if the program warrants such a position.

- 4.2.2 The Program Director will recommend to the Recreation and Parks Director a list of qualified coaching candidates for approval. All recreation program coaches will be submitted by the Recreation and Parks Director for approval by the Recreation and Parks Committee.
- 4.2.3 Meet with and present programs to the Recreation and Parks Committee before each season and provide an assessment of the program at the end of each season.
- 4.2.4 Attend or conduct all meetings as required to insure that the program is administered in the best interest of the participants, and all policies, rules and procedures are followed by volunteer coaches, employees, parents and participants.
- 4.2.5 Coordinate and implement (assist League Director if position exists) the format and procedures for team selections, coaching selections, scheduling of games etc., all in accord with the policies of the Recreation and Parks Department.
- 4.2.6 Cooperate with the Recreation and Parks Director and the Recreation and Parks Committee in implementing the programs for the maximum benefit of the participants including the provision of clinics for participants and coaches.
- 4.2.7 Inquire into and manage any everyday problem or situation that may arise between a League Director, employee, coach, parent and/or player. All situations should be documented and forwarded to the Recreation and Parks Director. This shall include, but is not limited to, injuries, parental concerns, complaints, disciplinary problems and safety.
- 4.2.8 Carry out, implement and enforce all policies as approved by the Borough, understanding that it is the role of the Program Director to act as the representative of the Recreation and Parks Director and Committee in carrying out the day-to-day tasks needed to run the specific program to which the Program Director is assigned.
- 4.2.9 Publish on the Recreation and Parks Department website rules and schedules of each League or program to the extent possible.

5 LEAGUE DIRECTOR

- 5.1 League Directors will be recommended by the Program Director for approval by the Recreation and Parks Director, if the program warrants.

5.2 Responsibilities. The League Director will:

- 5.2.1 Jointly with the Program Director, select and recommend approval by the Recreation and Parks Director, the Recreation Program coaches for each individual league.
- 5.2.2 Administer their respective leagues on a day to day basis.
- 5.2.3 Conduct meetings as required to insure that each coach understands and enforces the policies, rules, procedures, and regulations of the program, with the best interests of the participants being priority.
- 5.2.4 Explain, discuss and distribute to the coaches the format and procedures for team selection coaching selection, scheduling of games, etc.
- 5.2.5 Cooperate with the Program Director in implementing the program for the maximum benefit of the participants.
- 5.2.6 Manage and report to the Program Director any everyday problem or issue that might arise between a parent, player and/or coach. All problems or issues should be documented and forwarded to the Recreation and Parks Director. This shall include, but is not limited to, injuries, parental concerns, disciplinary problems and safety concerns.

6 COACH

- 6.1 Each team will be administered by a volunteer coach who is appropriately certified and in compliance with Borough ordinances and meets standards required by Joint Insurance Fund and respective sports leagues.
- 6.2 Responsibilities. Each coach will:
 - 6.2.1 Administer their team in full accordance with the rules and regulations of the Recreation and Parks Department.
 - 6.2.2 Protect the safety of all persons involved in playing and observing the game.
 - 6.2.3 Insure that all players and parents fully understand that participant safety, sportsmanship and instruction are the primary goals of the Program.
 - 6.2.4 Maintain sportsmanlike conduct at all times, and make every attempt to serve as role model for our children.

- 6.2.5 Distribute and collect all uniforms and equipment for their team as required. All equipment must be returned to the Recreation and Park's Department at the end of each season.
 - 6.2.6 Provide equal participation for all players in programs designated recreational. Coaches should strive for equal participation in programs designated competitive when game conditions permit.
 - 6.2.7 Report all injuries and safety concerns to the Recreation and Parks Director immediately.
 - 6.2.8 First aid should only be administered within the limits of the coach's knowledge. If in doubt, the police should be called immediately. Coaches are encouraged to take a safety and first aid course.
 - 6.2.9 Provide supervision to their players at all practices and games.
 - 6.2.10 Notify the Recreation and Parks Department immediately if equipment is in need of repair, is missing, and/or does not fit properly.
 - 6.2.11 Notify the Recreation and Parks Department immediately if a facility is unplayable and/or is in need of repair.
 - 6.2.12 If a parent or guardian of a child does not pick up the child after practice, Coach should not drive the child home but rather shall have police take custody of the child.
 - 6.2.13 Only coach or assistant coach should be coaching or supervising participants during practices or games.
 - 6.2.14 Inspect practice and playing fields for obvious hazards prior to play.
- 6.3 Coach selection and training
- 6.3.1 Attributes of ideal coach:
 - 6.3.1.1 Experience in sport to be coached.
 - 6.3.1.2 Experience as a coach.
 - 6.3.1.3 Ability to understand needs of age group to be coached.
 - 6.3.1.4 Ability to handle time commitments.
 - 6.3.1.5 Potential as role model.
 - 6.3.1.6 Capable of representing Borough in an exemplary manner.

- 6.3.2 Selection authority. For Recreation level and Traveling Select level programs, recommendation will be made by the Recreation and Parks Director with approval by the Recreation and Parks Committee.
- 6.3.3 Recruitment Process.
 - 6.3.3.1 Postings.
 - 6.3.3.2 Announcements.
 - 6.3.3.3 Informal recruitment
- 6.3.4 Parenting/coach policy. Whenever feasible, the Program Director should strive to seek non-parent volunteer coaches and/or separate parent coaches from situations where they are coaching their own child.
- 6.3.5 Orientation. The Program Director and/or the Recreation and Parks Director should provide each coach with a thorough introduction to the responsibilities of a coach in the program including discussion of applicable regulations and policies, program goals and objectives, and the expected role of the coach.
- 6.3.6 Skill development. The Program Director and/or the Recreation and Parks Director should provide a list of training opportunities, if available, for coaches to improve their knowledge of basic and advanced coaching techniques appropriate to the age groups under their charge.
- 6.3.7 Standards of conduct.
 - 6.3.7.1 All coaches are expected to maintain high standards of professionalism and performance as described herein during practices, games and all program activities. Coaches who fail to do so or who engage in any conduct which is immoral, unethical, or not representative of Recreation and Parks Department standards, are subject to being discharged.
 - 6.3.7.2 The type of action taken will suit the nature of the violation or infraction, and may include one, several, or all of the following: verbal warning, written warning, probation, suspension, and/or discharge.
 - 6.3.7.3 All Coaches need to be familiar with §107-4 of the Borough Code and these Regulations and Policies.

7 RESPONSIBILITIES OF PARENTS OR GUARDIANS

- 7.1 The following is a list of responsibilities of the parents or guardians of a participant in a Recreation program:
- 7.1.1 Volunteer time for program management, coaching, assistant coaching, scorekeeping, and/or fund raising.
 - 7.1.2 Promptly transporting their children to and from practices and games. Consider conflicting time commitments before committing to a team sport.
 - 7.1.3 Giving the coach reasonable notice if their child will not attend a game or practice.
 - 7.1.4 Explain to their child the proper behavior to be exhibited in the program. Parents are encouraged to take appropriate action if this standard is not met.
 - 7.1.5 Maintain all uniforms and equipment in proper condition. Uniforms shall be returned washed and folded. Equipment will be returned in the same condition as issued except for regular wear and tear.
 - 7.1.6 Parents will be financially responsible for lost or damaged equipment.
 - 7.1.7 Report all medical conditions or allergies of their child to the coach and Program Director before the program's inception.
 - 7.1.8 All injuries must be reported to the coach immediately.
 - 7.1.9 Treat directors, coaches, players and officials with respect.
 - 7.1.10 Arguments will not be tolerated and should be reported immediately to the Program Director.
 - 7.1.11 Notify coach immediately if equipment is in need of repair, is missing, and/or does not fit properly.
 - 7.1.12 Notify the coach immediately if a facility is unplayable and/or is in need of repair.
 - 7.1.13 Provide water and sunscreen for child.

8 RESPONSIBILITIES OF THE PLAYER

- 8.1 The following is a list of responsibilities of a participant in a Recreation program:

- 8.1.1 Observe the coaches' authority. Conduct themselves in a manner consistent with youth sports and good sportsmanship.
- 8.1.2 Attend all practices and games on time or present a valid reason for not attending. Players shall give prompt notice if they will miss a practice or game.
- 8.1.3 Maintain uniforms and equipment properly and return at the end of the season.
- 8.1.4 Treat directors, coaches, parents, officials and fellow players with respect. Disputes, verbal and physical abuse will not be tolerated.
- 8.1.5 Report all injuries to the coach and/or Program Director immediately.
- 8.1.6 Notify coach immediately if equipment is in need of repair, is missing, and/or does not fit properly.
- 8.1.7 Notify the coach immediately if a facility is unplayable and/or is in need of repair.
- 8.1.8 If a player is playing a sport which may interfere with his attendance at team practices or games, player must let the Program Director know at time of enrollment.

9 FINES

- 9.1 The coach will be responsible for fines imposed by Leagues which are based on their own acts or failure to act. League fines related to actions of spectators shall not be the responsibility of the coach and will be paid by the Recreation and Parks Department. Decision with respect to the payment of fines imposed on coaches shall be made by the Recreation and Park Committee.

10 PROGRAMS

- 10.1 The Recreation and Parks Department will offer four types of Recreation athletic programs:
 - 10.1.1 Instructional. This type program is established for the purpose of educating the participants in the basic mechanics and skills involved with each of the programs. "Teams" are selected (if applicable) at random without regard to the school or neighborhood of the child, and it is encouraged that each "team" be comprised of players from all of the schools and neighborhoods in the Borough. There will be no official scrimmages or games played, no standings kept, and no playoffs or championship games.

10.1.2 Recreational. The underlying philosophy for this category of program is "Kids First". This type of program will strive for full and equal participation by all participants. All participants are guaranteed to play at least one-half (1/2) of every game. Teams will be selected by a draft procedure designed and implemented by the League Director, under the guidance and supervision of the Program Director and the Recreation and Parks Director, consistent with specific League requirements. Every effort will be made to have teams equal in ability, talent and number of players. The Program Director and the Recreation and Parks Director will determine whether there will be playoffs and/or championship games for each individual program.

10.1.3 Traveling/Competitive. This type of program is competitive in nature. A limited number of participants as provided in this Regulations and Policies manual will be selected to participate. Each player is not guaranteed full and equal playing time. The Head Coach will determine the amount of a player's participation. The coaches are encouraged to develop and utilize all players during practices and games as the situations warrant. The Recreation and Parks Director may restrict participants in these programs to players who are enrolled in Recreational Programs.

10.1.4 Adult. The Recreation and Parks Department will sponsor programs for adults age 18 years or older. These programs will be either non-competitive or competitive, depending on the individual program. The age requirements may be modified by the Program Director with approval of the Recreation and Parks Department.

10.2 All programs deemed Recreational or Instructional, for children in grades K - 8 under the Recreation and Parks Department will be open to any child attending a Borough public or private school.

10.3 All programs deemed Traveling/Competitive, for children in grades K - 8 under the Recreation and Parks Department, will be open to Borough residents only. If an insufficient number of Borough children try out, then the Recreation and Parks Director may make exceptions.

10.4 All programs for High School grades and Adults will be open to Borough residents only; except that a program may be established if at least two-thirds (66%) of the participants are Borough residents. If less than two-thirds (66%) of the participants are Borough residents, the program shall not be provided.

11 DRAFTS AND TRY-OUTS

11.1 The goal of the draft for any sport is to establish teams that are reasonably of the same level of competitive ability and for players to meet a broad range of fellow players in the community.

- 11.2 It is the responsibility of the Program Director to ensure that the draft process is fair and is conducted in accordance with these guidelines.
- 11.3 The Program Director, the Recreation and Parks Director, or a member of the Recreation and Parks Committee should be present and supervise all drafts.
- 11.4 Drafts should be conducted on a blinded basis by lot. Each eligible participant, if he or she has previously been involved in a program, should be rated based on ability during the previous season as provided by the Recreation and Parks Director. Teams will be selected by lot from groups of players similarly rated. With respect to specialty positions, such as pitchers, catchers and goalies, each team should be allocated such players separately.
- 11.5 Players who become eligible from the waiting list or apply late shall be placed by the Program Director.
- 11.6 For grades up to fourth grade, a head coach and assistant coach can be assigned to a team and their children will be excluded from the draft process. For fourth grade and above, only the head coach can be assigned to a team prior to the draft.
- 11.7 Any changes to teams following the draft must be approved by the Recreation and Parks Director or, if delegated, the Program Director.
- 11.8 If requested by a player's parent, siblings can be placed on the same team.
- 11.9 All competitive tryout shall be conducted on a fair and impartial basis. To the extent possible, the Recreation and Parks Director shall establish objective criteria for player measurement.
- 11.10 The Recreation and Parks Director or a member of the Recreation and Parks Committee must be at attendance at any try out.
- 11.11 Team coaches shall be selected only after the completion of a try out. A coach's child may be exempted from the try out process by the Recreation and Parks Director if necessary for team supervision.
- 11.12 To the extent possible, all judges shall be individuals who do not have children who are eligible to participate in the program.
- 11.13 Any player who has previously played on a travel competitive team does not have any priority over others when trying out for a team in subsequent years.
- 11.14 If there is a sufficient number of individuals who have not made a team, the Recreation and Parks Director should consider making another team.

12 APPEAL AND COMPLAINTS PROCEDURE

- 12.1 All Borough residents and participants in a Recreation program will have the right to be heard in regards to any problem, incident or question concerning the general program and its policies.
- 12.2 Parents and/or participants are encouraged to discuss any problem, incident or question that may arise concerning that particular program with the coach (if applicable), League Director (if applicable), and/or Program Director.
- 12.3 Any problem, incident or question that may arise concerning the program by the coach of a team will be brought to the attention of the League Director and/or Program Director.
- 12.4 Any problem, incident or question that may arise concerning a specific program not satisfied by the coach, League Director, Program Director and/or the Recreation and Parks Director will be brought to the attention of the Recreation and Parks Committee for its opinion.
- 12.5 Any problem, incident or question that may arise concerning compliance with these Regulations and Policies from a parent, coach, League Director or Program Director should be brought to the attention of the of the Recreation and Parks Director and the Recreation and Parks Committee for its opinion.

13 USE OF PHONE NUMBERS, E-MAILS AND LISTS

- 13.1 Any information regarding participants in Recreation and Parks Department programs, such as phone numbers, e-mail addresses and medical information, shall not be used by employees, coaches or any other person for any other purpose, other than for the operation of the Recreation and Parks Department programs. Users should not, other than for purpose of the program, use or disseminate a player's e-mail or phone numbers, especially information pertaining to minors. Information such as phone numbers and e-mail addresses can be shared with team members.

14 REPORTING OF INJURIES

- 14.1 The Recreation and Parks Director should be informed of any injuries at any Borough sponsored Recreation activity. A form shall be distributed to all coaches for that purpose.

15 WEATHER ISSUES

- 15.1 Coaches should be aware of adverse weather and activities should be canceled if weather risks exist. The Recreation and Parks Department will maintain a hotline or website for field closings due to weather or other conditions.

- 15.2 If thunderstorms develop, count the seconds between the flash of lightning and the bang of the thunder to estimate the distance between you and the lightning strike. Because sound travels at approximately 1 mile in 5 seconds, you can determine how far away the lightning is by using this “flash-to-bang” method. It is recommended that you seek shelter if the time between the lightning flash and the rumble of thunder is 30 seconds or less (6 miles). Once inside shelter, you should not resume activities until 30 minutes after the last audible thunder. This is known as the 30/30 Lightning Rule. Keep in mind that although uncommon, lightning has been reported to strike up to 10 miles or more from where it is raining. Blue skies overhead do not guarantee protection from lightning strikes. Lightning can strike far from where it is raining.
- 15.3 Coaches should be aware of hot weather conditions and encourage hydration among players and use of sunscreen.

16 FEES

- 16.1 Fees for Recreation Programs are established by the Mayor and Council, with the recommendations of the Recreation and Parks Committee. The intent of such fees are to cover the costs of providing such services to the community.
- 16.2 To the extent permitted by ordinance, the Recreation and Parks Director, Borough Administrator or Mayor may reduce or waive fees for program participants based on special needs.