

# Saddle Brook Recreation Department Policies and Procedures



Andrew J Gallo  
Director of Recreation  
January 1, 2023

## Recreation's Mission

To provide youth sports programming in an environment that emphasizes fundamentals of sports and fun for the families. Our youth sports program focuses on the concepts of teamwork, sportsmanship, safety, and fair play. We also emphasize individual and team effort and eliminating the focus of winning at all costs! Through youth sports, children can develop their interest in sports participation which can become the foundation for a lifelong interest in athletic achievement, fitness, and good health. Also, creating positive experiences by providing leisure activities, special events, and trips for Saddle Brook residents of all ages.

**Saddle Brook Township Recreation Department**

“We are all Falcons!”

**Mayor**

Robert D. White

**Saddle Brook Township Council**

David Gierak; Council President

Florence Mazzer

Andrew Cimiluca

Todd Accomando

Sarah Sanchez

**Recreation Department Director**

Andrew J. Gallo

**Recreation Department Director’s Assistant**

Diane Bonner



1. In the absence of the Director the Director's Assistant will have the authority of the Director
2. All commissioners will be selected by the Mayor and/or Recreation Director
  - a. A change can be made at any point, if they deem it necessary.
3. Volunteer coaches will be selected by the commissioners
  - a. Volunteers must fill out a coaches registration form. (Paperwork Attached)
  - b. The Mayor and/or the Recreation Director reserve the right to allow or not allow any person from being a coach
4. Commissioners will supply a list of coaches to the Recreation Director, prior to the season's start date
5. As per Township ordinance, anyone who has contact with persons under the age of 18 years must have an up to date criminal history record background check (practice, game, competition etc.)
  - a. This includes all coaches, commissioners, and recreation department staff
  - b. You must pay the fee for the prints when you get them. Once your prints come back clean and you are approved you will get a reimbursement of the fee
  - c. Anyone who does not have an up to date background check will not be permitted to actively participate with any team
  - d. Coaches who are not 18 years of age do not need to take the criminal history background check
  - e. Any coach under the age of 18 cannot be left with a team or group. There must be a certified coach, over the age of 18, with the group at all times. Trainers do not count as coaches, as they are paid to train and do not have background checks. Trainers cannot be left with a team or group. There must be a certified volunteer coach with the team at all times.
  - f. There will be no exceptions made
6. **ALL** commissioners, coaches, and recreation department staff must be Rutgers Safety Certified
  - a. If you are in need of the certification please contact the Recreation Director ASAP, so that we can get you set up in a class
  - b. Course must only be completed once
  - c. Coaches will be responsible for the cost of the course. This will not be reimbursed as it will stay with the coach throughout the state of New Jersey.
  - d. Anyone who does not have their Rutgers Safety Certificate will not be permitted to actively participate with any team

7. Coaches are urged to take an online course for Concussion in Sports.
  - a. [www.NFHSLEARN.COM](http://www.NFHSLEARN.COM)
  - b. After the coach has completed the course they will receive a certificate. A copy of the certificate can be sent to the Recreation Director to be filed.
  - c. Coaches can download a free app, CDC HEADS UP, concerning concussions and helmet safety. <https://sportssafety.org/programs/Concussions>
  - d. [Safekids.org/sports](http://Safekids.org/sports) is another webpage that is useful for all coaches, players, and parents.
  - e. For any type of head injury; When in doubt; sit them out!
8. Any head injury should be dealt with and considered a concussion. If a player shows any type of concussion symptoms during a practice they will no longer be permitted to practice. A coach should stay with the athlete and advise their parent/guardian about the possible concussion. If players show symptoms during a game, match, or meet they must be removed and cannot re-enter. Any player who is treated by a doctor will not be permitted to practice or play in a game until a doctor's note, clearing the athlete, is given to the coach.
9. An accident report form must be filled out for any accident during a game or practice. The form should be given to the commissioner who will go over it with the Director of Recreation. (Paperwork attached)
  - a. The form must be filled out by a coach who was directly involved when the injury occurred. Example: Coach D is speaking with a parent in the hallway and a player sprains an ankle in the gym, Coach D cannot fill out the accident form as they were not in the room when the injury occurred.
10. Any medical emergency that 9-1-1 is needed the Recreation Director must be notified immediately, he will then report to the Mayor. If any athlete is treated by EMS or sent to hospital an accident report must be filled out. (Paperwork attached)
11. **ALL** coaches, players, and participants shall refrain from all forms of misconduct, on and off the field which include:
  - a. Sexual misconduct; including child sexual abuse
  - b. Physical misconduct
  - c. Emotional misconduct
  - d. Bullying
  - e. Harassment
  - f. Hazing
    - i. If **ANY** of these incidents are witnessed they must be reported to the Recreation Director, and/or the Mayor ASAP.
    - ii. All items listed also include Social Media.
    - iii. Police will be notified immediately to assist and handle the correct punishment.
12. The coaches should walk the playing area prior to every game or practice to look for dangerous materials or hazards and report them to their respective commissioner. If the coach can remedy the hazard safely he/she is to do so.

13. Registration fees should be clear and precise with what the registration money goes towards.
14. The sport that is in season will be given first opportunity at a field/gym.
  - a. **Fall**
    - i. Football
    - ii. Soccer
    - iii. Cheerleading
  - b. **Winter**
    - i. Cheerleading
    - ii. Basketball
    - iii. Wrestling
  - c. **Spring**
    - i. Baseball
    - ii. Softball
    - iii. Lacrosse
    - iv. Track and Field
    - v. Soccer (Practices One night per week at Veterans)  
(Sundays 1pm-10pm Games)
15. Schedule requests should be given to the Recreation Director as soon as possible. Please do not schedule games on your own without the consent from the Recreation Director.
16. Final registration rosters should be submitted to the Recreation Director prior to the season beginning.
  - a. Any resident from Saddle Brook must be given a position on the roster prior to any out of town resident.
17. It is the responsibility for all teams to clean up their area of the field/gym prior to leaving. Leave the field/gym cleaner than when you arrived.
18. If there is an issue with a parent or player the chain of command must be followed.
  - a. Chain of Command:
    - i. Parent/Player goes to coach
    - ii. Coach will report to his/her commissioner
    - iii. Commissioner reports to Recreation Director
    - iv. Recreation Director will report to the Mayor
  - b. Any issue should be handled quickly and professionally.
19. If there is an issue with a coach the chain of command still must be followed.
  - a. Chain of Command
    - i. Parent /Player report to the Commissioner of the sport
    - ii. Commissioner will report to Recreation Director
    - iii. Recreation Director reports to the Mayor
  - b. Any issue should be handled quickly and professionally.

20. If a coach, player, or fan is removed from the game they will be suspended from the next game.
  - a. The parent and/or athlete will not be permitted to attend the game that they are suspended from.
  - b. If a parent and/or athlete is removed from a second game in the same season; they will be suspended for two games.
  - c. If a parent and/or athlete is removed from a third game in the same season; they will be suspended for the rest of the season. They may sign up to play the following year.
  - d. The Recreation Director can override any punishment if he/she feels that the punishment is either too strict or not strict enough depending on why the athlete and/or parent were removed.
  - e. It will be the head coach's responsibility to report the incident to his/her commissioner. From there the chain of command will be applied.
21. Playing Time
  - a. Every player on the roster should play in every game.
  - b. If questioned about playing time, it is the coaches' responsibility to speak with an athlete and/or the parent of the athlete regarding playing time. If there is an issue they can always contact the Director of Recreation to assist.
22. Lightning Safety
  - a. If the lightning alarm at any field should go off during a game or practice, the field must be cleared. Field must remain clear for a minimum of 30 minutes.
    - i. All fields in Saddle Brook have been equipped with Lightning Detectors.
    - ii. If the alarm sounds, do not attempt to remove equipment and what not from the field, or try to put them away. Simply leave them where they are and after the storm items will be put back.
    - iii. If there is lightning or thunder seen or heard in the distance, do NOT wait until the lightning detector sounds. Please leave the field immediately. Again, if the alarm goes off while you are off the field you must wait a minimum of 30 minutes.
23. It is the responsibility of the coach to ensure that every child on his/her team is fully equipped with proper safety equipment. (Helmets, Shin Guards, Pads etc.)
  - b. Parents/Guardians should be told at registration on what they are responsible for purchasing for the season. Example: The Township will not purchase a glove for every softball player; the family is responsible for supplying one.
24. The use of profanity or vulgar language by a player, coach, or fan will not be tolerated. The person using such language will be asked to leave immediately.
25. The use of alcoholic beverages is not permitted. No person shall be permitted to participate in any activity including practices and games, while under the influence of alcohol or drugs.

26. If an organization needs to order anything, that the township will be purchasing, from the Recreation Department Budget, they must first get a quote sent to the Recreation Director. If he signs off on it and the Township Administrator approves, then the organization may purchase said item.
  - a. Any item \$2,500 or higher needs three quotes before it may be purchased. The three quotes will be given to the Township Council; where they will decide which company we will go with.
  - b. If the organization cannot get three quotes they must submit in writing a reason why they could not get the two additional quotes.
27. "Canning" for donations:
  - a. All requests for "canning" must be brought to the Recreation Director. He/She will work with the Saddle Brook Police Department to go over locations, times, etc.
  - b. Any organization that would like to "can" for fundraising can put in a request with four(4) different days. Two (2) of the dates given will be granted to the organization.
  - c. Anyone participating must wear approved reflective vests.
  - d. If the request is approved by the Recreation Director and/or the Mayor, it then must be brought to the Police Department for approval.
28. All fundraisers are subject to approval by the Mayor and/or Recreation Director.
29. If any program has policies that contradict these; these policies must be followed. Commissioners are however allowed to make a policy stricter, if they deem it necessary. Before any policy gets put into place the commissioner must notify the Recreation Director, for his approval. If the policy is not approved it cannot be used. There will be no exceptions.
30. Children are permitted to participate in more than one sport per season.
31. Any violation of an approved policy will result in:
  - a. First offense – Verbal Warning
  - b. Second offense – 1 Game Suspension
  - c. Third offense – Meeting with Recreation Director and/or Mayor
  - d. Fourth offense – Possible League expulsion
  - e. If a policy specifically states a penalty, than that penalty will override this policy.
  - f. The Recreation Director can asses a penalty at his discretion. If he feels that the incident was worse than or not as bad as a policy he may skip the steps.
  - g. Commissioners will meet with the Recreation Director if they feel that the penalty was not enough in relation to the offense.



# Saddle Brook Recreation Coaches Registration Form

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have experience? Y / N

If yes please describe: (Age/Gender/Rec/Travel)

\_\_\_\_\_  
\_\_\_\_\_

Sport/Age/Gender/Travel/Rec Requesting: \_\_\_\_\_

\_\_\_\_\_

Other Coaches requesting to coach with: \_\_\_\_\_

\_\_\_\_\_

Rutgers Certified? Y / N (Must be completed once)

Background check up to date? Y / N (Must be completed every 2 years)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATHLETIC INJURY REPORT FORM

1. School Name: \_\_\_\_\_ 2. Activity: \_\_\_\_\_ 3. Date of Injury: \_\_\_\_\_  
 4. Student's Name: \_\_\_\_\_ 5. Grade: \_\_\_\_\_ 6. Time of Injury: \_\_\_\_\_  
 7. Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ ( ) Male ( ) Female  
 8. Location of Accident: ( ) Classroom ( ) Field ( ) Gym ( ) Locker Room ( ) Game ( ) Practice ( ) Other

9. Body Part Injured: **HEAD**                      **TRUNK**                      **EXTREMITIES**                      **OTHER**
- |                                |                                   |                                 |                                    |       |
|--------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------|
| <input type="checkbox"/> Ear   | <input type="checkbox"/> Abdomen  | <input type="checkbox"/> Ankle  | <input type="checkbox"/> Lower Arm |       |
| <input type="checkbox"/> Eye   | <input type="checkbox"/> Back     | <input type="checkbox"/> Elbow  | <input type="checkbox"/> Lower Leg | _____ |
| <input type="checkbox"/> Face  | <input type="checkbox"/> Chest    | <input type="checkbox"/> Finger | <input type="checkbox"/> Thumb     | _____ |
| <input type="checkbox"/> Head  | <input type="checkbox"/> Chest    | <input type="checkbox"/> Foot   | <input type="checkbox"/> Toes      | _____ |
| <input type="checkbox"/> Neck  | <input type="checkbox"/> Groin    | <input type="checkbox"/> Hand   | <input type="checkbox"/> Upper Arm | _____ |
| <input type="checkbox"/> Scalp | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hip    | <input type="checkbox"/> Upper Leg | _____ |
|                                |                                   | <input type="checkbox"/> Knee   | <input type="checkbox"/> Wrist     | _____ |

10. Type of Injury:  Abrasion                       Bite                       Bruise                      **OTHER**
- |                                      |                                     |                                  |       |
|--------------------------------------|-------------------------------------|----------------------------------|-------|
| <input type="checkbox"/> Burn        | <input type="checkbox"/> Concussion | <input type="checkbox"/> Cut     |       |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Fracture   | <input type="checkbox"/> Heat    | _____ |
| <input type="checkbox"/> Laceration  | <input type="checkbox"/> Puncture   | <input type="checkbox"/> Scratch | _____ |
| <input type="checkbox"/> Shock       | <input type="checkbox"/> Sprain     | <input type="checkbox"/> Strain  | _____ |

11. First Aid Given:  Applied Dressing                       Applied Splint                       Ice                      **OTHER**
- |  |   |                                   |       |
|--|---|-----------------------------------|-------|
| <input type="checkbox"/> Kept Immobile | <input type="checkbox"/> Stopped bleeding | <input type="checkbox"/> Observed |       |
| <input type="checkbox"/> Washed Wound  |   |                                   | _____ |

12. Action Taken:  Parent took home                       Transfer to hospital                       Parent took to doctor
- |  |  |                                     |       |
|--|--|-------------------------------------|-------|
| <input type="checkbox"/> Returned to sport | <input type="checkbox"/> Parent took to ER | <input type="checkbox"/> Called 911 |       |
| <input type="checkbox"/> Other: _____      |  |                                     | _____ |

13. Explanation of Accident:  Collision with person                       Collision with obstacle                       Fall
- |  |   |  |       |
|--|---|--|-------|
| <input type="checkbox"/> Hit with object | <input type="checkbox"/> Injury to self |  |       |
| <input type="checkbox"/> Other: _____    |   |  | _____ |

14. Describe: Describe specifically how the injury happened. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Witness 1: \_\_\_\_\_                      Witness 2: \_\_\_\_\_  
 Address: \_\_\_\_\_                      Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_                      Phone #: \_\_\_\_\_

16. Form Submitted by: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_

Please attach additional comments / information on back of sheet

Township of Saddle Brook

Athletic Code of Conduct

For Coaches, Parents, and Athletes:

Preamble:

Interscholastic and youth sports programs play an important role in promoting the physical, social, and emotional development of children. It is therefore essential for parents, coaches, and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect, and self-control. I therefore pledge to be responsible for my words and actions while attending, coaching, officiating, or participating in a youth sports event and shall conform my behavior to the following code of conduct.

1. I will not engage in unsportsmanlike conduct with and coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person to engage in unsportsmanlike conduct with any coach.
3. I will not engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official, or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety, or well-being of any coach, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate, or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate, or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation, or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
11. I will not engage in verbal or physical threats or abuse aimed at and coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

15. Principles of integrity, professionalism, privacy and impartiality should be observed by everyone when posting online. Content pertaining to sensitive information should not be shared to the outside online community. Commissioners, Coaches, Parents and Athletes are allowed to associate themselves with the Recreation Department when posting but they must clearly brand their online posts as personal and purely their own. Saddle Brook Recreation should not be held liable for any repercussions the posters' content may generate.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating, or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following:

**Any altercations initiated by a parent to a coach or a coach to a parent on the playing field at the time of a game shall result in a written warning.**

- 1. 1<sup>st</sup> Offense: Written warning. Only one will be issued.**
- 2. 2<sup>nd</sup> Offense: Suspension- Minimum of 1 game but up to 3 games to be determined by the Recreation Director and the league Commissioner.**
- 3. 3<sup>rd</sup> Offense: 1 Year suspension from coaching and/ or attending games in ALL Recreation Sports. Will be determined by Recreation Director and the league Commissioner.**
- 4. 4<sup>th</sup> Offense: Lifetime ban from Recreation sports and any Recreation function.**

If there is physical contact or threats made on 1<sup>st</sup> offense or anything resulting in police involvement consequences will go directly to 2<sup>nd</sup> offense or possibly 3<sup>rd</sup> depending on the severity of the incident. Depending on the severity of the incident Saddle Brook Mayor and/or Recreation Director have the authority to issue stricter disciplinary actions as they deem appropriate.

\_\_\_\_\_  
Family Name

\_\_\_\_\_  
Family Signature

\_\_\_\_\_  
Date