

Saddle Brook Recreation Department Policies and Procedures



Andrew J Gallo
Director of Recreation
January 1, 2017

Recreation's Mission

To provide youth sports programming in an environment that emphasizes fundamentals of sports and is 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.

Saddle Brook Township Recreation Department

“It never gets easier, you just get better.”

Mayor

Robert D. White

Saddle Brook Township Council

Karen D’Arminio – Council President

Joseph Camillieri

Andrew Cimiluca

Todd Accomando

Florence Mazzer

Recreation Department

Andrew J. Gallo



1. All commissioners will be selected by the Mayor and Recreation Director. A change can be made at any point, if they deem it necessary.
2. Volunteer coaches will be selected by the commissioners. The Mayor and/or the Recreation Director reserve the right to allow or not allow any person from being a coach.
3. **ALL** coaches must be properly equipped with the Township of Saddle Brook Recreation Department Identification card.
 - a. As per Township ordinance anyone who has contact with persons under the age of 18 years must have a criminal history record background check as well as have their proper ID card at any event. (practice, game, competition etc.)
 - b. You must pay the fee for the prints when you get them. If your prints come back clean and you are approved you will get a reimbursement of the fee.
 - c. Anyone who does not have an ID will be asked to leave the (field, gym, etc.) area.
 - d. There will be no exceptions made.
4. **ALL** coaches 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.
5. Coaches are urged to take an online course for Concussion in Sports.
 - a. 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 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!

6. **ALL** coaches, players, and participants shall refrain from all forms of misconduct, 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. Police will be notified immediately to assist and handle the correct punishment.
7. 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.
8. 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
9. 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.
10. 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.

11. 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.
12. If a coach, player, or fan is removed from the game by an official; they will be suspended from attending the next game.
 - a. 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.
13. Playing Time
 - a. Every player on the roster should play in every game, depending upon the discretion of the coach.
 - b. If questioned about playing time, it is the coaches' responsibility to speak with an athlete or the parent of the athlete regarding playing time. If there is an issue they can always contact the Director of Recreation to assist.
14. Lightning Safety
 - a. If the lightning alarm at Veterans Field should go off during a game or practice, the field must be cleared for ½ hour. If it should go off again during the first ½ hour the time must start again and it will be ½ hour from that point.
 - b. If there is thunder or lightning, at any other field not equipped with a lightning alarm, it will be the coaches' responsibility to remove everyone off of the field for ½ hour. If there is thunder or lightning in that ½ hour the time must start again and it will be ½ hour from that point.
15. 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.)
16. An accident report form must be filled out for any accident during a game. The form should be given to the commissioner who will go over it with the Director of Recreation.
17. Any medical emergency that 9-1-1 is needed the Recreation Director must be notified immediately, he will then report to the Mayor.
 - a. If an athlete had an injury requiring a doctor's examination, the athlete must have a note from the doctor, stating that the athlete is clear to return.
18. 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.
19. 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.
20. It is requested that the coach hands out an end of the year survey to all parents from his/her team. This survey will help us get a feel of how the program was run.

21. If an organization needs to order anything, they must first get a quote sent to the Recreation Director. If he signs off on it and the Township Clerk 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.
22. "Canning" for donations:
 - a. All requests for "canning" must be brought to the Recreation Director and/or the Mayor.
 - b. If the request is approved by the Recreation Director and/or the Mayor, it then must be brought to the Police Department for approval.
 - c. While "canning" reflective vests must be worn. Also the collectors must let the people know what they are collecting for.
23. On the registration form there must be a photo release. If a parent does not want their child's photo to be used possibly online, TV, newspaper they must sign off.
24. 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.
25. 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.

Accident Report Form

This form must be filled out for all injuries. Use the back of the form if necessary.

Date of accident _____

Est. Time _____

Name of injured person _____

Age _____ Grade _____ Parents' names _____

Explain in detail how accident happened

Describe location where accident occurred

Describe nature of injuries

Was further medical attention required? _____

Date of this report _____

Name of person filing report _____