

**BOUND BROOK  
RECREATION COMMISSION  
POLICY /RULES AND REGULATIONS**

**Initial Adoption: November 2016**

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## **SECTION I**

### **Original Recreation Policy Committee**

The original committee formed to compose the Bound Brook Recreation Commission's Policy Guide consisted of Commission Members. The initial Policy was adopted in December 2015. Updates to this document are listed in the Revisions to the Document section of this Policy/Rules and Regulations.

Members of the original committee were:

Doreen Todaro  
Dominic Longo  
Terrence Hoben  
David Morris  
Judy Stolz  
Rena Shivers  
Nick De Vecchio  
Robert Dixon  
Joan Ruberto  
Natali Margoline

**This Policy can only be revised by formal action of the Bound Brook Recreation Commission taken at any official Bound Brook Recreation Commission Meeting. The Executive Director in consultation with the Chairperson may suspend or waive any policy/rule or regulation in the event of an emergency or other event affecting the public health, safety and welfare.**

**SECTION II**  
**Recreation Commission Policies/Rules and Regulations**

**POLICY #1: ELIGIBILITY TO PARTICIPATE IN SPONSORED EVENTS**

Purpose: To establish guidelines for eligibility to participate in any program or activity sponsored by Bound Brook Recreation.

Scope: This policy covers all Bound Brook Recreation sponsored programs and activities.

Requirements / Instructions:

1. All Bound Brook Recreation sponsored programs and activities will be open to:
  - a. Bound Brook residents
  - b. All children of parents or legal guardians of a. above.
  - c. Exceptions: South Bound Brook residences may be eligible for sports when South Bound Brook does not have a team.
  
2. To be eligible to participate in any Recreation sponsored activity, the participant (or participant's parent or legal guardian), must properly register during the allotted registration period. Late registrants will be placed on a waiting list, and given a chance to participate on first come, first serve basis. Anyone moving into the Borough after the allotted registration period ends may register at any time, shall be placed on a waiting list, and shall have the opportunity to participate if and when any opening arises in that particular activity.
  - a. Recreation sponsored travel teams have a set number of participants. There is a try-out to determine who will be put on the team.
  
3. Eligibility for a particular sport will be based solely on age and / or grade criteria. (See Appendix A)
  
4. Any exceptions to the above articles must be brought before the Commission on a case by case basis and voted on before allowing the individual to participate in said activity.

## **POLICY #2: REGISTRATION**

**Purpose:** To establish procedures, forms with the appropriate information necessary for the safety of all participants, and application fees for Recreation sponsored programs and activities.

**Scope:** Registration procedures, forms and fees apply to all programs where registration forms and fees are required to participate in said program.

### **Requirements / Instructions:**

1. All registration forms must comply with the guidelines established by the Youth Sports Research Council of Rutgers University.
2. A copy of the registrant's birth certificate may be requested during registration due to age requirements of certain leagues.
3. Any falsification of information on registration forms will result in immediate dismissal from said activity, enforced by the Director and/or Recreation Commission.
4. Registration for activities are held twice a year. February for Spring and Summer sports and October for Winter sports. Registration will be done during scheduled sign-ups or dropped off at Borough Hall. Registrations forms can be found on the website or at scheduled sign-ups. All forms must be completely filled out in order for participation in the activity.
5. All registration forms submitted after the deadline stated on the registration form will be placed on a waiting list.
6. Fees for activities are determined by the Recreation Director, and approved by the Recreation Commission. Fees for all activities are found in Appendix B. Fees will be collected when rostered on a team.
7. No exceptions will be made to the above articles.
8. Reimbursement of an activity fee will be given if withdrawal from the activity is timely made, but in all cases will be subject to a 10% administrative withdrawal fee. No reimbursement will be given after the date published on the applicable activity registration form.

### **POLICY #3: COACHING GUIDELINES**

Purpose: To establish guidelines for coaches (and assistants) to help them better guide and instruct the participants of all Recreation-sponsored programs.

Scope: These guidelines apply to all persons acting in coaching or advisory capacity in any Recreation-sponsored program.

#### Requirements / Instructions:

1. All coaches and instructors must be at least 18 years old.
2. All volunteer coaches will be required to attend the Rutgers Youth Sports Council (RYSC) Certification course for Volunteer coaches before coaching or advising their particular activity.
3. The Recreation Director is responsible for notifying all prospective coaches, assistant coaches, advisors, and any other parent volunteers, that they must become certified through the RYSC.
4. The Recreation Director shall schedule RYSC classes when needed and shall maintain a file of all RYSC certified participants.
5. Approval of coaches will be made by the Recreation Commission, on the recommendation of the Recreation Director and/or staff. Disapproval of coaches or advisors must be justified by the Director or the Commission.
6. Coaches must inform all participants and their parents that they may take any grievance to the Director of Recreation or staff. No grievances will be considered unless in WRITING and signed. The information in regards to the grievance will be kept in strict confidence by the Director and Commission.
7. A written grievance (Incident Report) may be filed by anyone (participant; parent; coach, official, manager, volunteer, spectator, Rec Commission staff, etc.). The grievance will be heard before the Recreation Director and they will determine the outcome of the grievance and impose any discipline. Discipline must be given in the presence of another Recreation Department staff member and/or Commission member. Repeated grievances are subject to the progressive discipline policy. This is defined as written reprimand, 1 game suspension, 3 game suspension. Any additional grievances will need to be heard before the Recreation Commission.
8. Any party against whom a grievance has been filed shall have the opportunity to be heard before the Recreation Commission at its next regularly scheduled meeting to respond to the allegations. Upon conclusion of the hearing, the Recreation Commission

shall make a determination on the grievance, which shall be a final decision. The final decision shall be transmitted to the party. Discipline imposed, if any, shall be in accordance with the Recreation Commission's progressive discipline policy.

9. Notwithstanding Number 8 above, in the case of an alleged egregious violation impacting health, safety or welfare of coaches, volunteers, participants, spectators or Recreation Commission staff, the Recreation Director may suspend a coach, manager (volunteer) or official, pending a hearing before the Recreation Commission at the next regularly scheduled Recreation Commission meeting.
10. Any intentional physical abuse, for example punching, shoving, slapping or spitting, by a coach towards a participant, official, or spectator will be grounds for immediate dismissal.
11. Coaches using profanity or verbal abuse against a participant, official or spectator will be reprimanded as outlined in paragraph 6 above.
12. Any volunteer charged with a crime that would disqualify a person from serving as a volunteer to any Borough/Recreation Commission-sponsored program or activity pursuant to Section 3-11.4 of the Borough Code may be subject to immediate suspension pending the outcome of the charges.
13. Coaches must follow the accident/injury procedures as outlined in Policy 6 of the Bound Brook Recreation Commission Policy Guide.
14. All coaches must follow the local rules governing their specific sport or activity. Any specific league rules must also be adhered to.
15. Coaches will be responsible only for the participants on his/her team. Coaches shall not be held accountable for the actions of spectators but should however make best efforts to assist in maintaining proper order.
16. Coaches responsibility for participants on his/her team commences 15 minutes prior to a practice or game, during the activity, and until all the participants are released to a parent or legal guardian.
17. All volunteer coaches are required to comply with this Policy Guide/Rules and Regulations and sign the Coaches Responsibility Agreement (see Appendix C). This signed form is to be kept on file in the Recreation Director's office. As of November 2015 the Policy Guide will be found on the official Borough of Bound Brook website. Hard copies are available upon request.
18. All volunteers to Borough/Recreation Commission-sponsored programs and activities are subject to a criminal background check in accordance with Section 3-11.1 et seq. of the Borough Code.

## **POLICY #4: PARTICIPANT GUIDELINES**

**Purpose:** To establish guidelines for participants of all Recreation-sponsored programs, in order to insure a safe environment for all other participants.

**Scope:** These guidelines apply to participants in any Recreation-sponsored program or activities.

**Requirements / Instructions:**

1. All participants must adhere to all rules set forth in the Bound Brook Recreation Commission Policy Guide/Rules and Regulations, and any guidelines and rules and regulations established by their respective coaches and advisors.
2. All participants must complete a registration form and submit payment, as required, to the Recreation Department before participating in any program/activity. Refer to Policy #2 for more details
3. Participant must be a resident or child of a resident of Bound Brook, or South Bound Brook if included in activity.
4. No participant shall use any physical force towards a coach, official, spectator or other participant. Physical force will be grounds for immediate suspension and removal from the activity at the discretion of the Recreation Director.
5. The use of profanity or verbal abuse by a participant against a coach, official, spectator or other participant will be grounds for immediate dismissal from the game, at the discretion of the Recreation Director.
6. All participants should arrive no more than 15 minutes prior to a practice or game, and should leave promptly following the activity. Repeated loitering before or after the foregoing timeframe may result in dismissal from the team.
7. Disruptive behavior by a participant that seriously interferes with conducting or continuing with the conduct of any program, activity, or event sponsored by the Recreation Commission shall be just cause for the Recreation Director to dismiss the participant from that program, activity, or event. If the participant is dismissed from a program, which had a registration fee or additional costs, they shall not be entitled to a refund.
8. After any investigation by the Director and/or Commission members, any participant found in violation of the policy of the Bound Brook Recreation Commission, will be entered into a



progressive disciplinary process.

9. Any Participant who vandalizes Borough property may be suspended for the remainder of the season, and information regarding the vandalism will be turned over to the Bound Brook Police Department for investigation and possible prosecution.

## **POLICY #5: SPECTATOR GUIDELINES**

**Purpose:** To establish guidelines to allow for a healthy, safe, and enjoyable environment for all participants and spectators in our recreation sponsored programs.

**Scope:** These guidelines apply to all persons attending any recreation sponsored program.

**Requirements / Instructions:**

1. All spectators must conduct themselves in a sportsman-like fashion.
2. All spectators must allow the coaches, assistants, and advisors to instruct the participants without outside interference.
3. All spectators shall allow the game officials to officiate and control the contest without outside interference.
4. All spectators must remain away from the activity area as to not interfere with the activity.
5. Spectators should encourage all participants and praise their efforts.
6. All spectators should refrain from using profanity or verbal abuse against a coach, official, or participant.
7. Spectators shall not arrive more than 10 minutes prior to a practice or game unless instructed by a coach. Also please make sure to pick up your child promptly at the conclusion of the activity.
8. At all times, spectators shall act in a manner that maintains order and civility.
9. Spectators shall ensure that their accompanying children are under strict supervision at all times and within spectators' immediate area so as to maintain control over such children. Children spectators shall not to interfere with other participants, or play with any equipment.
10. Children who are not accompanied by an adult may not be present as a spectator at any activity.
11. If any spectator violates these rules and regulation, the participant associated with such spectator may be prohibited from continuing in the program, or may be suspended from participation for a period of time, depending upon the severity of the violation.

## **POLICY #6: ACCIDENT/ INJURY PROCEDURES**

**Purpose:** To establish guidelines to ensure the safety of all recreation participants, and to address any accident or injury in accordance with the Rutgers Youth Sports Clinic Guidebook.

**Scope:** These guidelines apply to all recreation-sponsored activity coaches and advisors, as well as all parents of anyone participating in any capacity of any recreation-sponsored activity.

**Requirements / Instructions:**

1. Both the coach / advisor and the parent / guardian will be responsible for the following:
  - a. Contact the Recreation Department immediately of an accident or injury.
  - b. Accident reports, provided by the coaches, are to be completed by the coaches and parents within 48 hours of the accident.
2. Coaches are required to have stocked medical kit at all practices and games.
3. Coaches are required to follow the Rutgers Youth Sports Clinic Guidebook when dealing with accidents and injuries.

## **POLICY #7: PERSONNEL GUIDELINES**

**Purpose:** To establish guidelines for all personnel employed in association with the Recreation Department

**Scope:** This policy covers all personnel employed in association with the Recreation Department.

**Requirements / Instructions:**

1. The Recreation Director is appointed by the Recreation Commission and is an employee of the Borough hired by the Mayor and Council.
2. All full or part-time positions for the Recreation Department must be advertised in the local newspaper or Borough website, posted at Borough Hall and at the High School.
  - a. The Recreation Commission shall prepare written job descriptions, including qualifications and experience requirements, for all positions.
3. All applicants must complete a Borough application of employment, which may be obtained at the office of the Borough Business Administrator. Any offer of employment, employment, and continued employment shall be contingent on the successful completion of a criminal background check, including fingerprinting.
4. All employees shall be “at will” employees. No part-time, seasonal employee is promised employment the subsequent year. All applicants must re-apply for all positions.
5. All part-time employees of the Recreation Department shall be hired by the Recreation Director and the Borough Business Administrator.
6. The Recreation Director's position is a 20 hour per week part-time position. Hours are flexible as job requirements dictate.
7. The Recreation Director shall not establish new recreation programs unless expressly approved by the Recreation Commission.
8. No rules changes in any activity or sport shall become effective unless expressly approved by the Recreation Director.
9. The Recreation Director will be required to attend the regularly scheduled monthly Recreation Commission meeting.
10. The Recreation Director, all Recreation Commission members, and the Council Liaison must refrain from all political agendas (either explicit or implicit) during any activity in association

with the Recreation Department or Recreation Commission.

11. A listing of all salaries and / or stipends that the Recreation Commission controls and is responsible for can be found at Borough Hall.
12. The Recreation Director shall have overall authority and responsibility for personnel disciplinary actions. The Recreation Commission shall have overall authority and responsibility for personnel disciplinary actions involving the Recreation Director.
13. An employee may be subject to discipline for:
  - a. Incompetency, inefficiency or failure to perform duties.
  - b. Insubordination.
  - c. Chronic or excessive absenteeism or lateness.
  - d. Conviction of a crime affecting the fitness or ability to perform job duties.
  - e. Conduct unbecoming a public employee.
  - f. Neglect of duty.
  - g. Misuse of public property, including motor vehicles.
  - h. Discrimination that affects equal employment opportunity, including sexual harassment.
  - i. Failure to follow Recreation Commission and applicable Borough rules and regulations.
  - j. Disorderly persons conduct.
  - k. Unauthorized use of computers, internet and email.
  - l. Violence in the workplace.
  - m. Other sufficient cause.

14. Disciplinary action taken against employees shall be restricted to the following actions:
  - a. Type 1                      Verbal Warning
  - b. Type 2                      Formal written reprimand
  - c. Type 3                      Suspension for up to five days without pay
  - d. Type 4                      Suspension for more than five days without pay
  - e. Type 5                      Termination

The Recreation Director shall be authorized to issue Types 1, 2, 3 and 4 discipline, and shall inform the Recreation Commission at the next regularly-scheduled meeting of such discipline imposed. Type 5 discipline shall be taken only upon with the Recreation Commission. The Recreation Commission shall be authorized to impose Types 1 through 5 discipline on the Recreation Director upon notice to the Borough Business Administrator.

15. Any employee may appeal disciplinary action in writing to the Recreation Commission. An employee's failure to submit a written appeal within 10 working days of the disciplinary action shall constitute a waiver of the employee's right of appeal and to pursue any other legal remedies. The record of discipline, except for Type 1, shall be recorded in writing with

a copy placed in the employee's permanent personnel file. In the case of Type 3, 4 or 5 disciplinary action, the Recreation Director or the Recreation Commission, as the case may be, shall forward a copy of the disposition of the appeal to the employee with a copy to the Borough Business Administrator.

16. It is the policy of the Recreation Commission that every employee at all times be treated fairly, courteously, with respect and in a non-discriminatory manner. Conversely, each employee is expected to accord the same treatment to his or her associates, supervisor and to the public. Any grievance or complaint that any employee has with regard to an alleged violation of this policy shall be handled in accordance with the Omnibus Grievance Procedures established in the Borough of Bound Brook's Personnel Policies and Procedures, and amended and modified from time to time, except that the Recreation Director shall act in the place of the Borough Administrator, and the Recreation Commission shall act in the place of the Mayor and Council.
17. The Recreation Commission hereby adopts by reference the Borough's policies, as set forth in the Borough's Personnel Policies and Procedures, regarding Equal Opportunity; Affirmative Action; Americans with Disabilities Act; Prohibition on Harassment in the Workplace; Theft; Smoking; Prohibition against Acceptance of Gratuities; Customer Relations; Conscientious Employee Protection Act and Email, Voicemail, Computer and Internet Usage, except that in the Recreation Director shall act in the place of the Borough Administrator, and the Recreation Commission shall act in the place of the Mayor and Council.

## **POLICY #8: FINANCIAL GUIDELINES**

**Purpose:** To establish guidelines to monitor all funding associated with the Recreation Budget and Recreation Trust Fund.

**Scope:** This policy covers all deposits and expenditures associated with the Recreation Budget and Recreation Trust Fund.

**Requirements / Instructions:**

1. The Financial Committee is responsible for the accountability of the Recreation Trust fund. The Financial Facilitator submits a monthly Trust Report at each scheduled Recreation Commission meeting.
2. The Financial Facilitator will supply the Recreation Commission with an itemized listing of all deposits and expenditures to the Recreation Trust Fund at each regularly scheduled Recreation Commission meeting.
3. Registration fees collected by the Recreation Department will be deposited into the Recreation Trust Fund. They will then be dispersed with the approval of the Business Administrator and Recreation Commission, for the normal operating expenses of the recreation activities.
4. No Recreation Commission employee nor their immediate families, nor any Recreation Commissioner, is permitted to receive any additional remuneration or stipend from the Recreation Trust Fund or recreation budget.
5. Anyone receiving any type of stipend from the Recreation Trust or Recreation budget will be required to fill out all necessary paperwork as may be required by Federal, State and / or local authorities.
6. A listing of all salaries and / or stipends that the Recreation Commission controls and is responsible for can be found at Borough Hall.

## **POLICY #9: BEN MAGGIO BUILDING USAGE**

**Purpose:** To establish guidelines for the usage of the Bound Brook Recreation Commission Ben Maggio building.

**Scope:** This policy covers all of the Bound Brook Recreation Ben Maggio building

**Requirements / Instructions:**

1. No recreation building furniture can be borrowed for use at non-Recreation sponsored activities or functions.
2. There will be a permit-processing fee, as determined by the Borough, for all activities as stated on the application. Currently this fee is \$25. Facility Use Form is also required to be completed. Permit and Facility Use Form must be submitted at least 2 weeks prior to event. This fee will be waived for all non-profit organizations. Application must be submitted prior to the regularly scheduled monthly Recreation Commission meeting.
3. The Recreation Director reserves the right to supersede any organization's use for Recreation Commission sponsored activities with a minimum of 48 hours' notice.
4. No other meeting, or any other activities, can take place in the Recreation Center meeting room during the Recreation commission meetings.
5. Any organization using the Recreation Commission controlled building should report any problems with the building immediately to the Recreation Director before using the building. If not, you will be responsible for any damages to the building.
6. Permits are non-transferable. Violations of these rules and regulations and/or permit conditions may result in loss of current and future permits.
7. Permittees granted use of a Borough facility are responsible for the proper supervision of all attendees, participants and spectators.
8. Permittees granted use of a Borough facility will be held responsible for any personal injury or property damage. The permittee is responsible to leave the facility in the condition in which it was found.
9. Proper use of a Borough facility is of the utmost importance. Permittees failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.



10. All persons, including permittees, using a Borough facility shall comply with the following rules and regulations regarding use of Borough facilities:
- a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any Borough facility.
  - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
  - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any Borough facility, but shall place such items in the proper receptacles where provided; and where receptacles are not so provided, all such items shall be carried away from the Borough facility and properly disposed of elsewhere.
  - d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
  - e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any Borough facility.
  - f. No person shall interfere with the lawful use, in compliance with these regulations, of any Borough facility by any other person or group.
  - g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
  - h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any Borough facility. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
  - i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.
  - j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any Borough facility (unless otherwise permitted).
  - k. Pets are not allowed in Borough facility.
  - l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.

**Policy #10: Recreation Gym Building Usage**

Purpose: To establish guidelines for the usage of the Bound Brook Recreation Commission Recreation Gym building.

Scope: This policy covers usage of the Bound Brook Recreation Gym building

Requirements / Instructions:

1. All activities are subject to approval by the Recreation Director and/or Commission. A permit may be denied for any activity that has the potential to cause damage to the building. Basketball and Volleyball are the only approved sports. All other activities will require the preapproval of the Recreation Director.
2. Applications for a permit for the use of the gym are under the control of the Bound Brook Recreation Commission are required for all structured organizations wishing to use our gym. This would include but not limited to ball games and practices, other sports activities, games, and contests. Any non-structured organization wishing to use these facilities are required to complete the application. Any associated fees will also need to be paid.
3. There will be a permit-processing fee. Currently the fee is \$25. Applicants for a permit must complete a Facility Use Form (attached as Appendix D) at least 2 weeks prior to an event.
4. If Facility Use Form is correctly completed and the facility is available for the requested date(s) and time slot(s), scheduling will be confirmed with applicant. Applicant will be informed to pick up an executed Facility Use Permit, at which time applicant shall provide proof of required insurance and payment as defined in Appendix E of this document.
5. All permits will be issued on a first come, first served basis. Applicants who received a permit in the prior year, and who are in good standing, i.e., have complied with all rules and regulations relating to facility use, will be given preference for scheduling. The availability of facility on certain days are subject to change due to the Priority of Usage listed in Requirement 14 of this policy.
6. In addition to the permit processing fee, the following use fees shall apply:
  - a. Monday through Friday is \$45 per hour
  - b. Saturday and Sunday is \$65 per hour.
7. A site supervisor is required to be onsite for all activities held at the facility. Bound Brook Recreation will provide an onsite supervisor for all outside paid rentals.

8. Food is not permitted on the court.
9. Recreation Department sports equipment cannot be borrowed for use at non-Recreation Department sponsored activities or functions.
10. Prior to using the facility for which a permit is held, permittee must immediately report any visible signs of damage or other problems with the facility to the Recreation Director. If not reported prior to use, permittee will be responsible for any damages to the facility.
11. Permits are non-transferable. Violations of these rules and regulations and/or permit conditions will result in loss of current and future permits.
12. In the event of emergency, please follow information provided on placard by the main door and at each fire alarm. (200 Thompson Avenue)
13. Priority order for usage of the Recreation Gym Building is as follows:
  - a. Bound Brook Recreation
  - b. Bound Brook Schools
  - c. Bound Brook Non-Profit
  - d. All other applicants
14. Permittees granted use of a Borough facility are responsible for the proper supervision of all attendees, participants and spectators.
15. Permittees granted use of a Borough facility will be held responsible for any personal injury or property damage. The organization is responsible to leave the facility in the condition in which it was found.
16. Proper use of a Borough facility is of the utmost importance. Permittees failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.
17. All persons, including permittees, using a Borough facility shall comply with the following rules and regulations regarding use of Borough facilities:
  - a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any Borough facility.
  - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
  - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any Borough facility, but shall place such items in the proper receptacles where

provided; and where receptacles are not so provided, all such items shall be carried away from the Borough facility and properly disposed of elsewhere.

- d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
- e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any Borough facility.
- f. No person shall interfere with the lawful use, in compliance with these regulations, of any Borough facility by any other person or group.
- g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
- h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any Borough facility. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
- i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.
- j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any Borough facility (unless otherwise permitted)
- k. Pets are not allowed in Borough facility.
- l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.

## **Policy # 11: Field and Park Usage**

**Purpose:** To establish guidelines for the use of Bound Brook municipal fields and parks under the control of the Bound Brook Recreation Commission.

**Scope:** This policy covers all Bound Brook Recreation Commission controlled municipal fields and parks.

**Requirements / Instructions:**

1. Applications for a permit for the use of municipal fields and parks under the control of the Bound Brook Recreation Commission are required for all structured organizations wishing to use our fields and parks. This would include but not limited to ball games and practices, other sports activities, games, picnics and contests. Any non-structured organization wishing to use these facilities are required to complete the application for activities consisting of more than 20 people including participants, spectators and attendees. Any associated fees will also need to be paid. Those wishing to use the park for groups of less than 20 people, a permit is not required, but is recommended to secure the day/time requested.
2. There will be a permit-processing fee. Currently the fee is \$25. Applicants for a permit must complete a Facility Use Form (attached as Appendix D) at least 2 weeks prior to an event. Applications submitted shorter than 2 weeks prior will be accommodated if possible. Permit applications by seasonal leagues for the Spring and Summer seasons must be submitted prior to January 15, and those for the Fall and Winter seasons must be submitted prior to June 15.
3. If Facility Use Form is correctly completed and the facility is available for the requested date(s) and time slot(s), scheduling will be confirmed with applicant. Decisions on seasonal league applications shall be made by February 15 for Spring and Summer seasons and July 15 for Fall and Winter seasons. Applicant will be informed to pick up an executed Facility Use Permit, at which time applicant shall provide signed waiver, proof of required insurance for structured organizations, and payment as defined in Appendix E of this document.
4. Non seasonal permits will be issued on a first come, first served basis after the seasonal applicants have been satisfied. Seasonal league applicants may request a permit for the following time slots (or blocks): 9AM-12 PM; 12PM-3PM; and 3PM-6PM and 6PM-9PM for fields at Tea Street. Seasonal league applicants who received a permit in the prior year, and who are in good standing, i.e., have complied with all rules and regulations relating to

field/facility use, will be given preference for scheduling, except that an applicant shall not request a permit, and a permit shall not be issued to an applicant for all time slots in one day. If no other Seasonal Applications are submitted for a given day, then the applicant can be issued all times slots in one day. The availability of fields on certain days are subject to change due to the Priority of Usage listed in Requirement 12 of this policy.

5. Assignment of fields, changing of previously assigned fields and closing of fields for any purpose deemed in the Borough's best interest is at the sole discretion of the Recreation Director or his/her designee in consultation with the Department of Public Works. Cancellation of games and/or practices is within the sole discretion of the Recreation Director or his/her designated representative. Whenever practical, reasonable notice will be provided.
6. In addition to the permit processing fee, the following use fees shall apply:
  - a. \$75 per 3-hour block for each of the fields at Tea Street, Billian Park, Codrington Park, and Rock.
  - b. Use of lights at Tea Street will be \$45 per block, in addition to use fee.
  - c. \$15 per hour for Park usage for groups over 20 participants.
7. Use of the Tea Street lights must be included as Special equipment requests on the Permit application. The key must be picked up at the Bound Brook Police Department on the day of the game only, and must be returned to the Police Department on the same day, immediately following the game. The permittee assumes all responsibilities for the safe keeping of the key, and the proper use of the field and lights. Lighting is to be used for scheduled games only. Lights must be turned off by 10:30 PM (Sunday thru Thursday) and by 11:00 PM (Friday and Saturday), during the school year, while school is in session. When school is closed for summer vacation, lights must be turned off by 11:00 PM every night. There are no exceptions to this rule. This key is not to be duplicated.
8. The key for the restrooms at the Tea Street softball field can be picked up at the Bound Brook Police Department on the day of the game only, and must be returned to the Police Department on the same day, immediately following the game. The permittee assumes all responsibilities for the safe keeping of the key, and the proper use of the field and restrooms. There are no exceptions to this rule. This key is not to be duplicated.
9. No rain dates are given for field/park usage and no refunds for weather-related cancellations unless preapproved by the Recreation Director.

10. Recreation Department sports equipment cannot be borrowed for use at non-Recreation Department sponsored activities or functions.
11. Prior to using the field/park for which a permit is held, permittee must immediately report any visible signs of damage or other problems with the field/park to the Recreation Director. If not reported prior to use, permittee will be responsible for any damages to the field/park.
12. Priority order for usage of the municipal fields under control of the Recreation Commission are as follows:
  - a. Bound Brook Schools
  - b. Bound Brook Recreation
  - c. Little League regular and post season games (April – September)
  - d. Bound Brook non-profits
  - e. All other applicants
13. Permits are non-transferable. Violation will result in loss of current and future permits.
14. Permittees granted use of a municipal park or field are responsible for the proper supervision of all attendees, participants and spectators.
15. Permittees granted use of a municipal park or field will be held responsible for any personal injury or property damage. The organization is responsible to leave the facility in the condition in which it was found.
16. Proper use of a municipal park or field is of the utmost importance. Organizations or groups failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.
17. All persons, including permittees, using the municipal parks and fields shall comply with the following rules and regulations regarding use of municipal fields and parks:
  - a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any municipal field or park.
  - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
  - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any

municipal park or field, but shall place such items in the proper receptacles where provided; and where receptacles are not so provided, all such items shall be carried away from the park or field and properly disposed of elsewhere.

- d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
- e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any park or field.
- f. No person shall interfere with the lawful use, in compliance with these regulations, of any municipal park or field by any other person or group.
- g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
- h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any park or field. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
- i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.
- j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any park or field (unless otherwise permitted).
- k. No person shall allow any pet to roam unleashed in any park or field, except where designated. All such pets must be kept on a leash not exceeding six (6) feet in length. It shall be the responsibility of the owner to remove any animal droppings.
- l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.



## **Policy #12: Pool Usage**

**Purpose:** To establish guidelines for the use of any Bound Brook Recreation Commission controlled pool.

**Scope:** This policy covers the Bound Brook Recreation Commission controlled Pool.

**Requirements / Instructions:**

1. Approval for all activities, are subject to approval by Recreation Director and/or Commission.
2. There will be a permit-processing fee. Currently the fee is \$25. Applicants for a permit must complete a Facility Use Form (attached as Appendix D) at least 2 weeks prior to an event. Applications submitted shorter than 2 weeks prior will be accommodated if possible.
3. If Facility Use Form is correctly completed and the facility is available for the requested date(s) and time slot(s), scheduling will be confirmed with applicant. Applicant will be informed to pick up an executed Facility Use Permit, at which time applicant shall provide proof of required insurance and payment as defined in Appendix E of this document.
4. Cost \$100 for the first 2 hours and \$30 for each additional hour, plus the cost of staffing. Life Guards will be needed. The number of guards will depend on the number of participants.
5. All Pool Rules and Regulations as stated in the Bound Brook Arthur F Hetherington Pool pamphlet must be followed. These rules are also posted on the Bound Brook Recreation website.
6. The Recreation Commission and Director may waive any part or parts of the rules and regulations of the pool, when the pool is used for special events on a one or two-day basis. Such waivers shall be made in writing to the Recreation Director at least one week in advance.
7. Permittees granted use of a Borough facility are responsible for the proper supervision of all attendees, participants and spectators.

8. Permittees granted use of a Borough facility will be held responsible for any personal injury or property damage. The organization is responsible to leave the facility in the condition in which it was found.
9. Proper use of a Borough facility is of the utmost importance. Organizations or groups failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.
10. All persons, including permittees, using a Borough facility shall comply with the following rules and regulations regarding use of Borough facilities:
  - a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any Borough facility.
  - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
  - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any Borough facility, but shall place such items in the proper receptacles where provided; and where receptacles are not so provided, all such items shall be carried away from the Borough facility and properly disposed of elsewhere.
  - d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
  - e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any Borough facility.
  - f. No person shall interfere with the lawful use, in compliance with these regulations, of any Borough facility by any other person or group.
  - g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
  - h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any Borough facility. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
  - i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.

- j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any Borough facility (unless otherwise permitted).
- k. Pets are not allowed in Borough facility.
- l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.

## SECTION III

### Summary of revisions to this document

Date	Policy #	Brief Description
September 2016	entire document	Original Draft

## **Appendix A: GRADE CUT OFF IS ENROLLMENT IN CURRENT SCHOOL YEAR**

<b>Activity / Sport</b>	<b>Age/Grade Requirements</b>
<b>BOYS BASEBALL</b>	Contact Bound Brook Little League
<b>FOOTBALL</b>	Contact Bound Brook Pop Warner
<b>CHEER</b>	Contact Bound Brook Pop Warner
<b>GIRLS SOFTBALL</b>	
Girls	Kindergarten through eighth grades
<b>BASKETBALL</b>	
Boys and Girls	Kindergarten through eighth grades
Girls Travel basketball	Fifth through eighth grades
Boys Travel basketball	Fifth through eighth grades
<b>WRESTLING</b>	
Boys and Girls	Third through fifth grades
<b>SOCCER</b>	
Boys and Girls	Kindergarten through eighth grades
<b>PROGRAMS</b>	
Track & Field	Sixth through eighth grade through Middlesex Recreation
Easter Egg Hunt	Toddler through 10 years old
Fall Festival	Toddler through 10 years old
Therapeutic Recreation	all ages – see BB Rec website for specific programs

### **ADULT ACTIVITIES MINIMUM AGE 18 AND POST HIGH SCHOOL**

**Co-ed BASKETBALL** Open Gym

NOTE: All Criteria is contingent upon enrollment and/or involvement in outside leagues.

## **Appendix B: FEES FOR ACTIVITIES**

<b>Activity / Sport</b>	<b>Registration Fee</b>
<b>GIRLS SOFTBALL</b>	no-charge
<b>BASKETBALL</b>	
Boys and Girls	no-charge
Girls Travel basketball	\$55
Boys Travel basketball	\$55
<b>WRESTLING</b>	no-charge
<b>SOCCER</b>	no-charge
<b>PROGRAMS</b>	
Track & Field	no-charge
Easter Egg Hunt	no-charge
Fall Festival	no-charge
Therapeutic Recreation	to be determined by Somerset County Park Commission
<b>ADULT ACTIVITIES MINIMUM AGE 18 AND POST HIGH SCHOOL</b>	
<b>CO-ED BASKETBALL</b>	no-charge

**Appendix C: COACHES RESPONSIBILITY AGREEMENT – Sample**

**COACHES RESPONSIBILITY AGREEMENT**

- 1.** You have to be responsible for your team’s behavior as well as your own remember you represent Bound Brook.
- 2.** Make sure you clean up all trash from your team before you leave the field for practice and games.
- 3.** You must be Rutgers Certified to head coach. A copy of your certification needs to be given to the director.
- 4.** You are to let the Director know when and if a change is made to your games or practice times for any reason. If there are any accidents or injuries a report must be made and turned into the director. If you need to get in touch with me my cell is 732-947-0175.
- 5.** You are responsible for the equipment given to you. What you receive at the beginning of the year is what should be returned. It should consist of 11 pinnies, 10 cones and 5 soccer balls.
- 6.** It is up to you to give me your final roster and it is your responsibility to collect money and to turn in your counts for your team’s T-shirts. Deadline for t-shirts is Saturday March 19<sup>th</sup>.

**DEADLINE: Sunday, November 06, 2016. Equipment Return**

- 7.** You need to turn in anyone’s name and information helping with the program. You are responsible for checking in with the coach of the other team to confirm the games and give information to parents such as directions to the games, practice times and transportation, etc.

---

Signature of Coach

Thanks for Volunteering

---

Print Name of Coach

Your support for the program means a lot

## **Appendix D: FACILITY USE PERMIT APPLICATION**



[Borough seal]

**BOUND BROOK RECREATION COMMISSION**

BOROUGH OF BOUND BROOK, NEW JERSEY

(732) 356-0833

(732) 469-0877

**FACILITY USE PERMIT APPLICATION**

Facility requested (e.g., field/park/recreation center): \_\_\_\_\_  
Day requested(s): \_\_\_\_\_  
Date(s) requested: \_\_\_\_\_  
Time(s)(including setup/breakdown): \_\_\_\_\_  
If schedule is flexible, state requirements in general terms, e.g., "two nights/week; any night, 5pm to 8pm."

Name of applicant group: \_\_\_\_\_  
Name of representative: \_\_\_\_\_ Relationship to group: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Email: \_\_\_\_\_  
Purpose of Event: Athletic Event \_\_\_\_\_ Other: \_\_\_\_\_  
Type of Sport Describe activity

Number of participants: \_\_\_\_\_ Age range: \_\_\_\_\_ No. of Spectators: \_\_\_\_\_  
Estimate

Special equipment requested (if any): \_\_\_\_\_ Other instructions: \_\_\_\_\_  
Additional fees may apply

*For Recreation Commission Use: Date Application submitted: \_\_\_\_\_ Date Application Fee Paid: \_\_\_\_\_*

**Prior to issuance of a permit, all applicants must:**

- Submit Certificate of Insurance as proof of \$1,000,000 general liability insurance with Borough of Bound Brook named as certificate holder and additional insured
- Submit executed Waiver and Indemnification
- Submit payment of all applicable fees for use of facility – See Appendix E of Recreation Policy for payment options
- Obtain any other permits/licenses/approvals as may be necessary for activity (e.g., police/fire personnel standby)

On behalf of the applicant group named above, the undersigned acknowledges receipt of applicable Recreation Commission policies, rules and regulations governing the use of the above-requested facility, and agrees to be bound by and comply with same. Violations of Recreation Commission’s policies, rules and regulations may be cause for suspension or revocation of any permit issued.

\_\_\_\_\_  
Signature of applicant’s authorized representative Date

\*\*\*\*\*

**PERMIT AUTHORIZED BY BOUND BROOK RECREATION COMMISSION**

Permit No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

The foregoing Facility Use Permit Application has been approved. Permittee must have a copy of this Permit present at the facility during Permittee’s use of the facility, and must present a copy to Borough Officials upon request.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized signature of Bound Brook Recreation Commission Representative

Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Paid by: \_\_\_\_\_

**WAIVER AND INDEMNIFICATION**

The undersigned, on behalf of the Permittee, agrees that:

1. Permittee waives and relinquishes all claims, and causes of action of every kind and nature, which Permittee has or may have against the Borough of Bound Brook and Bound Brook Recreation Commission arising out of the use of the facility resulting in personal injury and/or property damage. Permittee assumes all risks in connection with the use of the facility for which a permit is issued.

2. Permittee agrees to defend, indemnify and hold harmless the Borough of Bound Brook and the Bound Brook Recreation Commission from and against any and all liability, loss, damage or injury to persons or property arising out of or in connection with the Permittee's use of the facility for which a permit has been issued, whether the liability, loss, damage or injury is caused by or arises out of negligence of the Borough of Bound Brook or the Bound Brook Recreation Commission, or any of their respective agents, employees, or consultants.

3. Permittee agrees to reimburse the Borough of Bound Brook and the Bound Brook Recreation Commission, as the case may be, for any and all expenses, attorneys' fees or costs incurred in the enforcement of this indemnification and waiver.

\_\_\_\_\_  
Signature of Permittee's authorized representative

\_\_\_\_\_  
Date

AN ORIGINAL, SIGNED WAIVER AND INDEMNIFICATION,  
TOGETHER WITH A COPY OF THE PERMIT, SHALL BE KEPT ON FILE  
BY THE RECREATION COMMISSION. A SIGNED COPY OF THE  
WAIVER AND INDEMNIFICATION AND A COPY OF THE PERMIT  
SHALL BE FORWARDED TO THE BOUND BROOK MUNICIPAL CLERK

## **Appendix E: FACILITIES PAYMENT OPTIONS**

If the rental is for four (4) hours or less, full payment is required at the time that the Permit is executed.

If the rental is for more than four (4) hours and cannot be paid in full, a 25% non-refundable deposit is required at the time that the Permit is executed. Full payment is required at the time of the rental.

If you have a long-term rental that spans several months, a 25% non-refundable deposit of a monthly rental is required at the time that the Permit is executed. You may opt to pay each month separately at the beginning of the month. The 25% deposit will be applied to the last month rent. This payment must be stated on the Facility Use Permit Application.

If payment is not received at the due date, a \$50 fine may be assessed and your rental contract can be terminated.