



**Township of Egg Harbor  
Recreation Commission**

**Recognized Youth Groups  
Policy and Procedures Manual**

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## **A. INTRODUCTION**

*This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The Recreation Commission reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish, or impose any legal duty to a third party. Anything in this manual that is contradictory to Township ordinance is unintentional, Township ordinance prevails.*

Egg Harbor Township is fortunate to have volunteers who execute youth recreational sports programs on behalf of the Township. In this partnership, the Township provides staff, budget, and resources to construct and maintain sports fields and facilities. Recognized Egg Harbor Township Youth Groups (henceforth referred to as EHTYG), shall have a board of directors to organize, plan, and administer outstanding youth sports programs. Together, this team ensures that wholesome, healthy, and enjoyable recreation activities are available to thousands of youth in the Township.

An Association or Organization which has presented to the Commission their league or activity structure, and has been granted the privilege of assistance from the Commission and Township with respect to the use of parks and recreational facilities, insurance coverage and certain limited administration and technical assistance, will be a recognized youth group. These sanctioned independent groups have the right of said status until such time as may be altered or terminated by the Commission.

This document serves as a guidelines between the EHTYGs and the Township and establishes certain requirements the organization must fulfill to conduct its program in a Township-owned park or facility (hereinafter "Park") as well as outlining the responsibilities of the Parks and Recreation Department (hereinafter "Department"), Recreation Commission and the organizations. These requirements are necessary to assure public confidence in the management and structure of these organizations while ensuring the safety, health, and protection of the participating members. EHTYGs agree to abide by the Egg Harbor Township Parks and Recreation Department Policy and Procedures Manual. Violation of any requirement may constitute cause for revocation of the use of Parks.

Recognizing that the Township of Egg Harbor provides valuable assets that are funded by taxpayers and that these assets are utilized by EHTYGs, EHTYGs and their programs are required to provide their services in concert with established Township policies, ordinances, and best practices. In addition, situations may arise requiring the Township to be involved in issues related to EHTYG operations. In these instances, the EHTYGs are required to cooperate with the Parks and Recreation Department and the Recreation Commission to resolve issues in cases not specifically covered by this manual.

## **RECREATION COMMISSION OFFICIAL POLICY STATEMENT**

It is imperative that all activities and facilities be used and developed in an orderly, well-planned manner. To ensure the best possible use of facilities, and to provide the best in recreation for the people of Egg Harbor Township, the following items will be the official policy of the Recreation Commission and will apply to all recognized youth groups operating in Township facilities.

1. Any change in the operating procedures or financial structure of any such group or league must be reviewed and approved by the Commission.
2. Each group or league is required to present to the Commission their financial statements per the Financial Guidelines outlined in this document.
3. A financial review shall be conducted each fiscal year on each EHT Recognized Youth Sports Group and the cost, if any, of this review shall be borne by the group.
4. At no time may any purchase be in the name of or charged to the Commission or Township.
5. Any special event or promotion by youth groups must be approved by the Director prior to scheduling or contracting for such an event.
6. The Commission reserves the right to schedule events of its own planning on any facility, when such an event will not conflict with the normal schedule of group or league operating on that facility.
7. A schedule of group activity or league play must be submitted to the Director before the season or activity is started.
8. For liaison purposes, a Commissioner will be named to work with each group. The Commissioner will be the direct representative of the Commission and must be informed of any and all meetings of group or league. It is not mandatory the Commission liaison attend.
9. Each group must file a copy of its Constitution, Bylaws and Rules and Regulations with the Director.
10. All minutes of regular and special meetings must be submitted to the Recreation Commission prior to the next scheduled meeting.
11. All proposed Capital improvements to facilities owned by Egg Harbor Township by any group, must first be requested of, and approved by, the Recreation Commission. In addition, any maintenance or change to the facility must first be requested directly of the Director. Before any work may proceed, written approval must be received from the Director.
12. Any requested use of any ball field, tennis courts, beaches, picnic areas or lighted facility by any group not directly connected with the Commission, must be approved by that body. The Commission shall have the only power to grant such request, and will schedule such use in line with established policy.

13. All matters concerning the relationship of groups with the Commission must be handled and agreed upon by these parties, no negotiations shall be made by the youth group on their own, without final determination rendered by the Township Committee or Township Administrator.

### **SPECIAL COMMITTEES**

The Recreation Commission Chairperson can appoint a special committee for such purposes as the Commission may determine. These committees may involve coordination and/or oversight with our recognized youth groups. The following are examples of special committees:

- A. Policy & Procedures
- B. Financial
- C. Bylaws
- D. Disciplinary
- E. Field Rotation
- F. Any other special committee necessary to improve the development of Egg Harbor Township's recreational programs and facilities.

### **B. RECOGNIZED EGG HARBOR TOWNSHIP YOUTH GROUPS**

The following shall constitute the current recognized youth groups (EHTYGs).

- A. EHT Baseball Association
- B. Youth Organization Football/Cheerleading/Drill Team
- C. EHT Street Hockey
- D. EHT Soccer Club
- E. EHT Youth Softball
- F. EHT Jr. Wrestling Club
- G. EHT Lacrosse Association
- H. EHT BMX
- I. EHT Travel Basketball

### **C. RECOGNIZED EGG HARBOR TOWNSHIP GROUPS REGULATIONS**

#### **LIAISON**

The Recreation Commission will name a liaison to each youth sports group. Each Commissioner shall be responsible to report at the monthly meetings on the activities of their respective sports. The EHTYG will be required to notify their liaison of all regular, special and emergency meetings.

#### **YOUTH GROUP REQUIREMENTS**

All sanctioned groups shall be required to have:

- A. Officers/Board of Directors;
- B. A constitution or similar articles of formation;
- C. Bylaws. (All EHTYG Bylaws are to coincide and adhere to the policies and procedures set forth in this manual.)

Board and Officers information and bylaws must be submitted to the Recreation Commission for review on a yearly basis.

**All board members, officers, and recreation league participants must be Egg Harbor Township residents.**

All EHTYGs shall submit a financial report not more than 60 days after the end of its season. Youth groups, that are not a 501(c)(3), must use the form supplied by the Recreation Commission or similarly acceptable format such as QuickBooks, groups that are a 501(c)(3) may submit the financial report as supplied by their auditor.

All EHTYGs shall submit a signed copy of each Independent Group Registration Form not less than ten (10) days prior to the start of its season. The form, in triplicate, will be supplied to the Recreation Department, one copy shall be retained by the youth group, and one copy shall be retained by the parent/guardian.

All EHTYGs shall supply a schedule of all games to be played not less than fifteen (15) days prior to the start of its season. The schedule shall include requested times and place of games listed. If a schedule is not provided to the Director by 15 days prior, the facility may not receive the necessary maintenance.

No youth group may grant field and/or equipment use or deny same to another youth group. All requests must come through the Recreation Commission. EHTYGs may not approve any formal instructional training/clinic where a fee or registration is collected by a third party on any township owned and/or controlled recreational facility without the prior written approval of the Recreation Commission.

No group or individual shall start a new recreational program or expand any current existing program requiring the use of Township owned, controlled or leased recreational facility without prior written approval of the Recreation Commission and the Director of Recreation. A detailed report of the new program/expansion shall be submitted to the Recreation Director and the Recreation Commission for review. The report shall include the following information:

- A. Name of sport/activity
- B. Independent Group Organizing the sport/activity
- C. Age groups of all participants
- D. Field or site location requested for activity
- E. Itemized activity cost
- F. Registration fee

### **BACKGROUND CHECKS**

Per Egg Harbor Township Ordinance 46-2007, the Township requires each prospective and current volunteer participating in any Township endorsed or sponsored programs providing recreational, cultural, charitable, social or other activities for person younger than 18 years of age to submit to a criminal history record background check.

Should it come to the attention of the Township that any volunteer in an EHTYG be arrested during the five year period in which a person is on the Approved Coaches list, the Township reserves the right to require said volunteer take a leave of absence from all duties and contact with children in a capacity affiliated with Township or EHTYG sponsored programs. The volunteer will be required to be fingerprinted again, without any reimbursement to the EHTYG and a successful background check be obtained by the Recreation Director, prior to resuming volunteer duties. Volunteers are not eligible to perform any duties for an EHTYG during the background check appeal process. If the charges are dropped by the governing agency, the volunteer may bring in paperwork proving such to be reviewed by the Background Check Appeal Board.

## **COACHES CERTIFICATION**

The Recreation Commission recognizes the Recreation Department's Youth Sports Coaches Clinic Program as a training program for all EHTYG Youth Coaches. The program provides a basic and introductory level of training to those interested in coaching youth sports. The Recreation Commission recommends that coaches attend this course. EHTYG boards may elect to have their coaches attend ASEP, Babe Ruth or other such coaches training courses offered by their sport's governing association.

## **YOUTH LEAGUE ELIGIBILITY POLICY**

Each team shall be composed of one hundred (100 %) percent Egg Harbor Township Residents. Parent/Guardian must bring any two of the following documents for registration:

- A. Current tax statement of primary residence
- B. Current utility statement of primary residence
- C. Egg Harbor Township Board of Education list of primary residence
- D. Driver's License
- E. Current apartment lease and rental payment receipt of primary residence

## **YOUTH LEAGUE COACHING ELIGIBILITY POLICY**

The EHTYG decides who coaches the teams in their program. Generally, all coaches are residents of Egg Harbor Township. If one parent or relative (aunt, uncle, grandparent etc.) of an EHTYG participant lives in a different community for personal or family reasons, that person will be allowed to coach their child's /relative's team.

Non-Resident coaches may be allowed to coach in an EHTYG on a limited basis if the following conditions are met:

1. All coach applicants must undergo the Township's standard criminal background check process and be placed onto the Kid Safe Approved Coaches list prior to any coaching.
2. The President of the organization and the NR coach applicant must attend a Recreation Commission meeting to discuss their need for a non-resident coach and introduce the applicant to the Commission.
3. Non-resident coaches, if approved, will receive a one year approval to coach in an EHT sponsored youth sports organization. Any further coaching would need to be approved each year. After the first year, the EHTYG President may apply in writing for the NR coach to be continued to be approved.
4. Non-resident coaches may not serve as head coach for any team, may serve as assistant coach only.
5. Non-resident coaches may never displace, replace, bypass or otherwise overlook any EHT resident who wishes to coach in the organization.

## **NON-RESIDENT PLAYERS IN SPONSORED ORGANIZATIONS**

Sponsored Egg Harbor Township Youth Group (EHTYG) youth sports organizations, upon petitioning and receiving permission from the Recreation Commission, will be allowed to place non-resident players on their travel teams on a limited and restricted basis. The intent of this rule is to benefit Egg Harbor Township children by enabling a travel team to have enough players and remain viable as a team as to prevent canceling a team's season when not enough residents register. Only a small portion of each team's roster may be composed of non-resident players or it would be determined that the team falls too far short of residents to warrant consideration. The Recreation Commission will decide this on a case-by-case basis.

For each occurrence in which an EHTYG wishes to place a non-resident on a travel team roster, the president must notify and receive prior permission from the Recreation Commission at a regular



meeting. The Recreation Commission will determine the applicability of this policy to a particular travel team on a case-by-case basis.

The following conditions and restrictions will apply:

- The EHTYG must be able to document and demonstrate that based on the sport and best practices how many players they intend to carry on a travel team roster, that resident registrations were insufficient to field a team based on that figure, and that it thus became imperative to allow non-residents to participate in order to form the team. The intended roster size will vary by the sport being played
- EHT Youth Groups will not be allowed to make a second travel team in a particular age group, this policy is to allow one travel team to be formed.
- The EHTYG, in all instances in which a non-resident is to be placed on a travel team, must provide a roster of all the participants who are signed up to play, show documentation as to how many EHT kids registered for the travel team and attended tryouts as well as certify that no residents were cut from that team.
- A hypothetical example of how this would work is as follows: If an EHTYG states they need a 16 person roster for their travel team and 11 EHT kids register and attend tryouts, all EHT kids will be placed on the team and the youth group would be allowed to register 5 non-resident players to fill out the team. Conversely, if the same youth group travel team scheduled the tryout and 19 players registered to try out, then 3 players would be cut and the team would carry 16 resident players with no opportunity to place a non-resident onto the team.
- EHT residents must never be cut from a travel team in order to make room for a non-resident to participate.
- The EHTYG must certify that it communicated to all travel team parents, prior to accepting their registration money and their committing to participate on the travel team, that non-residents may be placed onto the team and thus will be given playing time.
- There are a number of our EHT sponsored youth groups that this policy would not be able to be applied to as their governing league rules do not allow for non-residents on EHT teams and such governing league rules would supersede this Recreation Commission policy.

## **RECREATIONAL LEAGUE**

All Township of Egg Harbor residents shall be afforded the opportunity to participate in any recognized youth group program sanctioned by the Recreation Commission. EHTYGs must offer recreational divisions of play for all ages that their program comprises. Registered participants are guaranteed a spot in the program and should be granted equal playing time as best as possible.

It is strongly encouraged that all youth groups follow the National Standards for Youth Sports compiled by the National Alliance for Youth Sports, included in the Appendix of this manual. Furthermore, it is the spirit and intent of the standards that EHTYG should follow and base their program upon. EHTYGs may establish and operate competitive all-star and travel play, or similar, within their operations and according to their bylaws, in addition to providing the recreation league.

## **DUE PROCESS / GRIEVANCE**

Every participant, volunteer and member of any recognized youth group will be afforded due process within their organization. EHTYG bylaws shall provide for due process. Furthermore, EHTYG boards must have a documented process whereby a member can file a complaint or concern with the board and be heard at a public meeting.

Secondly, any person or organization utilizing a township owned, controlled or leased recreational facility may file a grievance complaining of a recreational facility, program, or aspect of operations. The grievant shall:

A. File a detailed written report outlining the nature of the grievance to the youth group board and Director of Parks and Recreation.

B. Any citizen complaint received by the Recreation Commission regarding an individual and/or program controlled by the recognized youth group will be directed to present the complaint in person or writing to the EHTYG for resolution. The Recreation Commission expects that in most cases the EHTYG will follow its own bylaws and handle the matter internally. In the event the matter cannot be resolved satisfactorily, the matter may be presented to the Recreation Commission for resolution. The Recreation Commission will only hear grievances against a sponsored youth group when it can be shown that said youth group violated one of its own bylaws in their decision or actions.

C. Depending upon the nature of the grievance, the Director of Parks and Recreation may settle the matter or refer it to the Recreation Commission for consideration and/or settlement.

### **APPEALS**

Decisions made by the Parks Recreation Director may be appealed to the Recreation Commission. Decisions made by the Recreation Commission regarding any Township-owned, controlled or leased recreational facility as to usage and/or rules or rule infractions are final.

### **CODE OF CONDUCT**

The Recreation Commission expects all EHTYGs to support and promote sportsmanship in all of its leagues and programs. Parents and coaches are to sign a code of conduct during the registration period of each sport season for their child.

EHTYGs are responsible for addressing behavior by the board members, coaches, parents, participants, and spectators that is considered detrimental to the program. Profanity is not to be tolerated. Any incidents involving negative behavior are to be addressed by the organization's board of directors. All grievances, protest and ethical issues shall follow the EHTYGs due process procedures prior to being brought to the Parks and Recreation Department or Recreation Commission for resolution.

EHT Parks and Recreation Department has a NO TOLERANCE POLICY. When an umpire, referee, or designated official informs an individual or individuals involved in a confrontation or conduct unbecoming to leave the Park and the individual(s) does not leave, or leaves and returns, the appropriate law enforcement authorities shall be summoned.

### **ALCOHOL POLICY**

The presence or consumption of alcohol at any official EHTYG sponsored function or event, including end-of-year banquets, team parties, fundraisers etc., at which the children in the youth group are present, is prohibited. All adults, including coaches, board members, volunteers and parents must refrain from drinking alcohol at such events.

### **REMOVAL FROM PROGRAM**

If any person in an EHTYG organization violates the code of conduct/ethics, the EHTYG shall have the authority to discipline, suspend, or terminate, the membership of any Member (including coaches) when conduct of such person is considered detrimental to the best interests of the Township and/or the youth group. The youth group president may immediately issue a temporary suspension to a person in their organization if the volunteer acts in a manner that is harmful to children or to the organization. The status of the suspension shall be addressed and voted upon by the board at the next meeting and be in adherence with the group's bylaws. The suspended party

shall be notified in writing of such meeting, with as much notice as possible prior to meeting, and given the opportunity to appear and speak on his/her own behalf. The EHTYG will be expected to handle matters internally and follow its bylaws. EHTYG are to have progressive steps of discipline detailed in their bylaws and must document instances in which a member of the organization violates rules, guidelines, or bylaws. Additionally, once the EHTYG board votes on a suspension, they shall inform the violating party in writing and publish in their minutes the length of the suspension up to and including a permanent termination from participation in the organization. The EHTYG must also inform the Director and Commission in all cases in which a person is suspended or removed from their program.

Should a volunteer be removed from a sponsored youth group per the procedures stated above, that person will be ineligible to participate as a volunteer in any of our other sponsored youth groups for the duration of their suspension. If this situation were to arise, the Director and Commission Chair will meet with the presidents of all applicable youth groups to ensure policies and procedures are being followed.

Should any member of a sponsored youth group be arrested for a criminal offense, the person will be immediately suspended from all volunteer duties within a sponsored youth group until the case is adjudicated in court.

The Recreation Commission reserves the right to remove any person from serving in any capacity within an EHTYG should they feel it is in the best interests of the Township to do so.

#### **NON-DISCRIMINATION STATEMENT**

All EHTYGs shall certify that it does not discriminate on the basis of race, color, religion, sex, national origin, handicap, political affiliation, belief, age, marital status, ancestry, military status, or any other characteristic protected by law. The group shall comply with the Americans with Disabilities Act (ADA) which requires that each program, service, and activity offered, when viewed in its entirety, be readily accessible and usable by individuals with disabilities.

#### **ADULT LEAGUE ELIGIBILITY POLICY**

Each permitted adult league shall be composed of greater than fifty (50%) percent Egg Harbor Township Residents and include individuals ages 18 and above and out of high school. EHT residents will be given first priority. No EHT resident may be turned away from participating in the league.

The Adult League coordinator must provide to the Recreation Director proof of their players' residency along with the roster. All participants shall provide a copy of the driver's license, or if they are claiming residency but their driver's license lists a different township one of the following:

- Current tax statement of primary residence
- Current utility statement of primary residence
- Current apartment lease and rental payment receipt of primary residence

All permitted adult leagues/organizations shall submit certified rosters containing the names, date of birth, and addresses of all participants.

All permitted adult leagues/organizations agree to indemnify and hold harmless, the Township of Egg Harbor and the Recreation Commission against all claims, demands and litigation arising from the activities and programs of the leagues and agree to supply a certificate of insurance naming the Township of Egg Harbor as an Additional Insured.

The Township of Egg Harbor and the Recreation Commission assumes no liability whatsoever for any league or activity program.

#### **D. EGG HARBOR TOWNSHIP YOUTH GROUP OPERATIONS NOT-FOR-PROFIT STATUS**

EHTYGs will operate as a not-for-profit organization, or alternatively, may be a 501(c)(3).

#### **INSURANCE COVERAGE**

All EHTYG coaches and participants are covered under Egg Harbor Township comprehensive general liability insurance coverage. EHT Recreation Commission recommends, but does not mandate, all EHTYG Boards to purchase Directors and Officers insurance for the Board members.

#### **BYLAWS / ELECTION OF OFFICERS**

The Board of Directors shall be the governing body of each EHTYG, consistent with the Charter and Bylaws of said youth group, to conduct the affairs of the EHTYG. The EHTYGs should review and approve their Bylaws every year for updates and/or changes. A copy of the current Bylaws must be submitted to the Parks and Recreation Department Director each year and/or after any amendments or changes. Open election of the Board of Directors is mandatory. All bylaws will be kept on file by Parks and Recreation.

In order to prevent a possible conflict of interest, no officer or board member may be employed or otherwise involved with any significant commercial enterprise that specializes in the type of sport or activity that the EHTYG provides. Should there be any question as to the eligibility of a potential officer or board member, the Director of Parks and Recreation must be contacted and involved in the final decision. A list of the names, addresses, email addresses, and phone numbers of the newly elected Board of Directors must be sent to the Parks and Recreation Director within ten (10) days of the election officers.

Board members of the EHTYGs are volunteers and shall receive no compensation or favoritism for their participation on the Board. Board members are permitted to officiate, and be compensated for such, games of their organization as necessary. Board members are prohibited from doing business at a profit, or for more than others may provide the service with the EHTYGs, to avoid any appearance of a conflict of interest.

#### **MEETINGS**

All EHTYGs must hold at least one (1) monthly meeting during their season at a time and place named by the President. The agenda for this meeting shall be business as deemed necessary by the EHTYG Board. Efforts must be made for all members to be notified prior to the meeting, meeting schedules and agendas must be made available, and records maintained of this notification. The Parks and Recreation Department must be notified of the annual meetings schedule.

The EHTYG shall appoint the President or designee to serve as the liaison between the group and Recreation Commission for purpose of scheduling, planning, and dealing with problems and issues that may arise. All correspondence between the group and Recreation Commission shall be communicated through the Director of Recreation.

EHTYGs must contact the Parks and Recreation Director immediately with changes or updates to the meeting schedule. Meetings are open to the public and will be advertised on the Township Calendar of Events. It is recommended that meeting schedules also be posted on the EHTYG's web site. All EHTYGs are required to conduct their monthly and annual meeting with an established format and procedure. Example:

- Call to order
- Roll call of members present to declare a quorum
- Reading of minutes of last meeting
- Financial Reports
- Officer reports
- Committee Reports
- Old business
- New business
- Public Comment
- Adjournment

The youth group will develop a procedure by which the liaison or any Recreation Commissioner can address the board with comments or concerns and be an integral part of the meeting. The EHTYGs should develop a procedure by which members can address the board with comments or concerns. It is recommended the board require a written request from the member to be included on the meeting agenda. The request should state clearly the issue or concern to allow the board to prepare a response. EHTYGs must provide the Parks and Recreation Department copies of minutes of all meetings within thirty (30) days of each meeting.

#### **COMMISSION/TOWNSHIP/EHTYG ANNUAL MEETINGS**

The Recreation Commission hosts two (2) meetings that each EHTYG president and board is strongly encouraged to attend. This bi-annual meeting is held each year in February and August during the Regular Meeting of the Recreation Commission. Egg Harbor Township representatives in attendance may include but not be limited to: Director of Recreation, Recreation Commission, PW Building and Grounds Maintenance Managers, Public Works Director, Township Administrator, Township Committee liaison, Township Committee members and any other personnel deemed appropriate by the Township.

#### **NON-EMPLOYEE STATUS**

The EHTYG agrees and understands that neither the group; nor its officials, officers, or members are entitled to any benefits nor protections afforded employees of the Township and are not bound by any obligations as employees of the Township. The group will not be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township.

#### **REGISTRATIONS**

The group shall require signed and dated waivers be completed by Parent/Guardian of all participants carrying language as specified by the Township and on registration forms provided by Parks and Recreation. Youth groups that allow for online registration must ensure waiver language is included and all information collected as on hard copy registration form.

#### **INSURANCE CERTIFICATE REQUESTS**

All requests for certificates of insurance for EHTYGs shall be requested by the youth group president only.

#### **E. FINANCIAL GUIDELINES**

## **GENERAL RECOMMENDATIONS**

EHT Youth Organizations/Associations may maintain whatever independent bank accounts they require in order to carry out their obligations to their own membership. The accounts of these members may be subject to audit by the EHT Recreation Commission, EHT Township Committee or its designee at any time in order to insure that each Association is operating in a fiscally prudent manner.

### **NAME OF ACCOUNTS**

All EHT Youth Organizations/Associations accounts should be in the name of the organization only. EHT Youth Organization/Association accounts must never be in an individual's name.

### **LOCATION OF ACCOUNTS**

All EHT Youth Organizations/Associations accounts must be located in institutions insured by FDIC or by another federally insured institution. Each account should not exceed the maximum amount for which it is insured.

### **SIGNATURES REQUIRED**

EHT Youth Organizations/Associations shall require the signature of two authorized officers on checks; one (1) being the Treasurer and one (1) being an executive board member.

### **RECONCILIATION OF FINANCIAL STATEMENTS**

All EHT Youth Organizations/Associations bank accounts and financial statements should be reconciled by a board member or member who has no check writing authority. The reconciled accounts should be given to the treasurer for review.

### **DOCUMENTATION REQUIRED FOR EXPENSE REIMBURSEMENT**

EHT Youth Organizations/Associations expenses should be paid only as a result of documentation presented supporting the expense. That documentation may include association expense reimbursement forms with proper attachments such as receipts, invoices or other written billing.

### **AUDITS OF THE BOOKS**

It is recommended that an audit be performed at least at the end of each season. Audits shall be performed by an independent accounting firm which is not affiliated with your board of directors, or three (3) non-board members who will serve on the "audit committee". This committee will be subject to each Organizations'/Associations' by-laws. If deemed necessary, the Recreation Commission may recommend that an audit be performed by a certified Public Accountant and all expenses of such audit be incurred by that organization.

### **CASH DEPOSITS**

It is recommended that deposits of all cash and checks be made on a daily and consistent basis and it is required to be no longer than 48 hours or two business days. It is also recommended that the person completing the deposit slips is not the same person making the deposit. Between deposits, it is recommended that all funds are placed into a locked safe or other lockable repository.

### **CREDIT CARDS**

If issuing debit or credit cards, the Organization/Association should have them issued in the name of the Organization/Association, to be utilized by only those individuals authorized, in writing, by the board. Receipts of these charges should be attached to the form, and submitted within 30 days of the date the expenses were incurred.

## **FINANCIAL RECORDS**

Organization/Association financial records should be maintained in accordance with the state laws. Records should not be destroyed until after the length of time required by either state or federal IRS laws.

## **FINANCIAL REPORTS**

EHT Youth Organization/Association financial reports should be prepared and presented at regular board of directors meetings and forwarded to the EHT Recreation Commission on a monthly basis, attached to their monthly minutes. The completed audit should be made available to the EHT Recreation Department at the conclusion of their season/year.

## **INTERNAL REVENUE SERVICE**

All individuals who will be compensated for work performed for or on behalf of the EHT Youth Organization/Association must provide their full name, current address, insurance and social security number on an IRS W-9 form. IRS form 1099 also may need to be completed for these individuals should the amount be over the minimum of \$600.00. The organization's treasurer should check with the local Internal Revenue Service office for this and all reporting responsibility information and report this to the EHT Recreation Department.

## **ADDITIONAL GUIDELINES**

- These guidelines should be adopted into each Organization's/Association's by-laws.
- No payment should be made to any volunteer; including payments in the form of gift cards or gift certificates. Reimbursements are exempt from this policy with the proper documentation.
- This committee should not include any executive board members.
- This committee should make recommendations to the EHT Recreation Department directly if a discrepancy is identified.
- Upon completion of the audit, it shall be attached to the year-end financial report for the organization.
- A short audit should be performed monthly- Consisting of inventory, check writing, and credit statements.
- No one under the age of 18 should be permitted in the concession stand at any time.

## **F. FIELD ALLOCATION AND USE**

The purpose of this section is to outline the procedure for the permitted use and prioritization of all Township of Egg Harbor Athletic Fields and priority for allocating these fields.

- Create a standardized approach to fee assessment and space allocation for users.
- Strive for a degree of cost recovery that is designed to make these facilities and services available to all.
- Provide equitable and efficient access to facilities and services.
- Educate the public on the value of our public parks, facilities and services.
- Equitable facility distribution, aid in discipline control and promote respect and value of the facility and services.

## **DEFINITION OF USER GROUPS**

### **GROUP A – Township Sponsored**

This group is defined as any Egg Harbor Township Parks and Recreation sponsored or co-sponsored organizations, events or activities.

### **GROUP B – Township Sanctioned Recognized Youth Group**

A Township sanctioned recognized youth group is defined as a non-profit group organized for the primary purpose of providing and delivering recreational opportunities to the residents of the Township of Egg Harbor, regardless of whether or not a fee for use is charged. A list of the current recognized youth groups can be found in Section B of this manual.

Groups must meet the following criteria:

- One hundred (100%) percent Egg Harbor Township Resident (includes participants, coaches and board members);
- Must hold open registration;
- Must allow participation for all youth regardless of ability or economic status or gender;
- Must be a non-profit organization;
- Must demonstrate benefits to the residents of the Township of Egg Harbor.

### **GROUP C - Adult Permitted League/Organization**

- Greater than Fifty (50%) percent Egg Harbor Township Residents.
- Egg Harbor Township residents will be given first priority. No EHT resident may be turned away from participating in the league.
- Parks and Recreation Department will require such Groups to provide a roster that includes proof of addresses and a Certificate of Insurance naming Township of Egg Harbor as Additional Insured.

### **LIABILITY INSURANCE REQUIREMENTS**

All Permitted Groups must have liability insurance naming the Township of Egg Harbor as additionally insured in the amount of \$1,000,000.00 per occurrence. Proof of liability insurance and indemnification must be submitted to the Egg Harbor Township Department of Parks and Recreation after approval and before permit is issued.

### **TOWNSHIP FACILITY RULES AND REGULATIONS**

Any group wishing to utilize a field must acquire permission from the Egg Harbor Township Recreation Commission. ***It is the responsibility of the person who acquires permission to enforce the rules and regulations regarding the conduct of the group while on Township facilities:***

1. Use will begin no earlier than 8:00AM and end at dusk on unlighted fields and no later than 11:00 PM on lighted fields/facilities as listed in Township ordinance.
2. Use begins and ends at the times stated on their permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit.
3. Groups may also be required to supply additional portable restrooms.
4. The applicant must be present throughout the time the facilities are being used.
5. Alcoholic beverages are not allowed on Township property.
6. All litter and debris that may occur as a result of your event must be picked up and deposited into trash receptacles, where provided, or removed from the premises.



7. All groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by the Township of Egg Harbor Public Works Crew following your use will be cause for forfeiture of approval of field use.
8. Complaints from surrounding neighborhood residents as to noise level, litter and debris and disregard for use of parking regulations could result in cancellation of your reservation, and denial of future facility use.
9. No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance, exit or resident driveway.
10. Use of facility is non transferrable under any circumstances.
11. Smoking is banned by Township Ordinance in all Township Parks and Facilities. All members of EHTYG's are expected to fully comply with this ordinance and also to do their best to enforce it with the public in our parks.

### **NON-SANCTIONED GROUPS FIELD USE**

Games and practice schedules are required to be submitted to Parks and Recreation, and will be used to insure fields are being used as allocated. If fields are not used in the appropriate manner or are not being used as required, permits may be rescinded and reallocated to other groups.

Any user group that has been allocated field space and does not intend to use it shall notify the Department of Parks and Recreation so fields may be reallocated to other groups.

Use of fields by any agency without a permit may result in loss of field allocation and consideration for future allocations. Any team caught not abiding by the stated permits, failing to have a permit, or giving space to another group will result in loss of field use.

### **FIELD USE CANCELLATIONS AND CLOSURES**

Egg Harbor Township reserves the right to cancel any scheduled activity on its facilities when it determines that such use could potentially cause unsafe conditions for the EHTYGs, spectators, general public, and/or damage to the facility or grounds. The Township maintains the authority to close a facility at any time it deems it to be in the best interest of the public. Fields may be closed when the Township of Egg Harbor engages in work involving any of the facilities and/or when health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, pesticide spraying and natural disasters.

On days of inclement weather or when field conditions dictate, the PW Director, Grounds Department lead, Recreation Director, and Recreation Commission chairman, or any combination thereof, will go out and inspect the fields between 2:00 and 3:00pm. A decision on whether or not to close the fields for that evening will be made by 3:00pm and the Parks & Recreation Department will immediately inform all youth group presidents by 3:15pm. Furthermore, if fields are deemed safe and playable by the Township as of 3:00pm on a given day, and then inclement weather such as a deluge of rain occurs after 3:00pm resulting in fields with standing water or similar unsafe playing conditions, the EHTYG will be expected to cancel their activity for that evening if field conditions have deteriorated to the conditions as stated in the Field Use Prohibited section below.. This policy is an important step in our efforts to improve and protect our field conditions.

### **FIELD USE PROHIBITED**

Field use is prohibited in the following circumstances:

- It is closed for renovation or repair
- Water is standing on the field
- Grass can be dislodged from the field easily

- Soil is frozen
- The soil is wet and "spongy"
- Steady rain is falling
- A lightning/electrical storm is occurring
- The field is deemed unplayable by Public Works and/or Parks and Recreation staff

### **OFF-SEASON USE REGULATIONS**

All organized, league or team play is prohibited on all athletic fields December 1 - February 28 (or 29) and restricted during July and August. These periods are established to allow for rest and seasonal maintenance. EHTYG may request for field use during July and August, it is understood that certain youth group's practice season begins in August.

### **GAME SCHEDULES**

EHTYGs must make the scheduling of practices and games for recreation teams their first priority during the scheduling process. Schedules submitted to the Parks and Recreation Director must identify which teams are recreation teams and which teams are competitive/travel teams. Athletic fields will not be prepared and materials such as line marker paint will not be distributed until the Parks and Recreation Director receives a written practice and/or game schedule.

### **HOME GAMES**

When EHTYGs coordinate with other agencies to create a regional game schedule involving multiple towns, the EHTYG president shall ensure that there is an equal amount of games hosted in EHT as are hosted in other towns.

### **CAMPS, CLINICS, TOURNAMENTS AND SPECIAL EVENTS**

EHTYG'S must submit a written request for activities outside the scope of normal league play such as camps, clinics, tournaments or special events. This written request should include name of event or clinic, date(s), facility location, proof of insurance, name of instructors and/or providers, sponsoring organization. The youth group board must serve as tournament director and accept all monies applicable to the event.

1. Requests will be reviewed by the Recreation Commission for approval.
2. Use will begin no earlier than 8:00 AM and end at dusk on unlighted fields and no later than 11:00 PM (per Code 165-2 Parks Hours) on lighted fields/facilities.
3. For larger events, youth groups may be required to supply additional portable restrooms and/or dumpsters. Dumpsters and port-o-lets should be removed from the site the last day of or the day after the tournament or activity.
4. The tournament/event must take place during the time period allotted to the EHTYG by the Parks and Recreation Department.
5. Police coverage may be required for a particular activity. The applicant is responsible for making these arrangements and for payment of the same.
6. The youth group applicant or designee must be present throughout the time the facilities are being used.
7. Youth groups should ensure that all parks rules and regulations are followed by those they invite to the event.
8. All litter and debris that may occur as a result of your event must be picked up and deposited into trash receptacles where provided or removed from the premises.

9. All groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by the Township of Egg Harbor Public Works Crew following your use may result in denial of future use.
10. Complaints from surrounding neighborhood residents as to noise level, litter and debris and disregard for use of parking regulations could result in cancellation of your permit and/or denial of future facility use.
11. No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance, exit or resident driveway.
12. Certificates of liability insurance naming the Township as additional insured will be required by teams and vendors participating in the event.
13. EHTYGs may schedule tournaments at EHT Parks contingent upon at least one EHTYG team(s) is/are participating in the tournament.

### **BOARD OF EDUCATION FACILITIES**

Fields, gymnasiums, and other school facilities can be reserved with the EHT School District. Requests to use School District facilities must be submitted by EHTYG President or designee to the Parks and Recreation Department who will place the request on their behalf. All School District policies and procedures regarding opening/closing a facility, usage of the facility and clean-up of a facility must be followed.

When school facilities are closed due to weather conditions then all sports activities on School District property are cancelled for that evening. Weekend activities will be decided on a case by-case basis, as decided by school personnel.

### **G. TURF, GROUNDS & FACILITIES ASSESSMENTS**

Egg Harbor Township Public Works will assess fields, grounds, and buildings to determine course of action needed to repair problem areas that is most affected and create a timeline for renovation.

Parks and Recreation and Public Works staff will work with each youth group to assess the damage and impact to grounds, fences, buildings and scoreboards during the sports season. A preliminary plan of action will be developed to repair damaged areas and to re-establish the turf grass at the appropriate time. The plan of action will include anticipated field closure dates and anticipated re-establishment methods (sod, seed, rest). EHTYGs must consider turf grass reestablishment plans when programming summer camps, clinics, and tournaments. Field use permits may be impacted by field renovation and turf grass re-establishment. Field closure and turf renovation plans may be adjusted, depending on the outcome of the spring turf and grounds assessments.

### **REST AND RENOVATION**

Annual rest and renovation of the fields will be a priority in an effort to provide well-maintained fields and ensure the safety of the park users. For spring sports programs, field use will become available to youth sports groups on or after March 1 as soon as conditions allow. Public Works Department will designate when fields are permitted to be used on or after March 1. It may take multiple weeks after March 1 before fields are ready for use.

### **FIELD ROTATION SCHEDULE**

A Field Rotation and Repair Plan will be created by Public Works and Parks and Recreation and distributed annually to all youth groups whereby certain fields may be closed or brought offline for as long as necessary to allow the fields to be repaired and address any maintenance issues necessary to ensure the proper maintenance and safety of the fields.

Persons or youth groups using fields closed for maintenance or without a valid permit are subject to citation and will be billed for damage to the field. Fields designated for the annual field rotation program will be closed for one year, depending on field closure schedule. Use of fields rotating out of the field rotation program may require limited play based on the needs specific to that field in ensuring its readiness for use.

#### **ATHLETIC FIELD LINING & MARKING**

Burning lines is prohibited. Any group burning lines will be responsible for the full cost of rehabilitation of the damaged area(s) and may lose field use permit.

#### **SOFTBALL / BASEBALL FIELD FENCING**

Flip drills or soft tosses are strictly prohibited on park and ball field fences.

#### **SECURING SOCCER GOALS**

The Public Works Department will provide means to secure soccer goals in such a way as to prevent tipping of the goals. Soccer organizations, in coordination with the Public Works Department, must ensure soccer goals remain secured during the soccer season and must secure and lock all soccer goals between seasons.

During the soccer season, soccer goals must be secured by use of sand bags or ground anchors. The sand bags must be purchased by a manufacturer that produces and markets the bags specifically for use as a means of securing soccer goals.

Each goal must be secured by an appropriate number of bags or anchors to prevent the goal from the possibility of tipping or falling. The number of bags required for securing goals would depend on the size and weight of the goal. The EHT Soccer Club will notify Parks and Recreation if there are any issues concerning the securing of soccer goals.

### **H. GENERAL PARKS OPERATIONS AND RESPONSIBILITIES**

EHTYGs are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession, and placing it into trash receptacles. Trash left in the areas outlined constitutes a violation of the facility use permit and may hinder field/facility preparation. Boxes from the concession stand should be crushed and taken to the park dumpster.

EHTYGs are responsible for field preparation for games/practices and all other maintenance above and beyond regularly scheduled maintenance services provided by the Township. Sand, clay, quick dry, and other Egg Harbor Township approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired. EHTYGs are responsible for providing all sports equipment and all necessary personnel to operate their program.

EHTYGs are required to abide by all Parks and Recreation Department park rules and regulations as noted on our facility reservation form in the Appendix as well as all applicable Township ordinances.

#### **ADVERTISING AND SIGNAGE**

EHTYG's who wish to place signs in the parks for the purpose of announcing program registration and events must obtain approval from the Director of Recreation through a written request. If

approved, the sign must not be installed earlier than thirty (30) days prior to registration period and must be removed no later than three (3) days after the registration period. Generally, flyers and signage will be kept to one approved location in each park.

### **SPONSORSHIP SIGNS**

Signs for baseball/softball facilities must be placed in fair territory and along the left field and right field outfield fence. To avoid the impairing of the batter's vision, no signs should be located in center field.

Location of signs for football and soccer facilities will be determined on an individual basis. However, signs for football and soccer should generally be located along the sidelines as allowed by the location of park fencing.

- Signs may not cover the top support rail of fencing or the bottom of fencing.
- Signs may not exceed a size of eight (8) feet in width or four (4) feet in height on fencing six (6) feet in height or above. Fencing that is less than six (6) feet in height will be restricted to a sign height of no more than three (3) feet. Other sizes for signs should be approved in advanced by Parks and Recreation Director prior to installation.
- Signs should be consistent and aesthetically pleasing, and the manner in which they are attached to fencing be consistent.
- Signs may be left up on an annual basis. The signs must be removed by the EHTYGs no later than fourteen (14) days after the conclusion of their calendar year.
- It is recommended that the background of each sign be white with green lettering.
- EHTYGs will only be allowed to post signs of sponsors and signs recognizing the accomplishments of EHTYG teams such as regional or district champs. No other signs will be allowed.
- Advertising for alcohol, drugs, or tobacco products is prohibited.

### **CONCESSION STANDS**

Concessions stand / kitchens are inspected by the County Board of Health regularly. EHT Parks and Recreation Department requires EHTYGs to follow proper health code standards at all times during concession operations. EHTYGs that serve food items are required to be inspected by the Health Department. Areas are expected to be cleaned and materials properly stored at all times and ready to pass inspection. At the end of each season, it is required that the youth group deep-clean all areas and leave them in satisfactory condition.

Persons age 18 and over only are allowed in concessions stands in EHT Parks.

### **OUTDOOR COOKING AND GRILLING**

All outdoor cooking/grilling must be conducted in a Parks and Recreation Department approved location prior to use. This cooking/grilling location must be located at least ten (10) feet away from any combustible structure. No one under the age of 18 shall be permitted to cook or grill.

### **COOKING WITH GREASE**

Indoor frying with grease/oil is prohibited except in buildings that contain cooking units with proper and officially approved ventilated hoods and a fire suppression system such as the Ansul system. EHTYGs cooking with deep-frying greases/oils are required to follow proper removal and disposal guidelines. No grease/oil can be disposed or dumped anywhere on park property. EHTYGs cooking outside of the concession building outdoors are required to protect the ground surface (no matter the surface type) from becoming contaminated by cooking greases/oils. Spill pans or mats need to be used and properly cleaned and maintained according to the above guidelines.

## **MATERIAL STORAGE**

Storage of materials in or around the HVAC area unit, or in a manner that creates a fire code violation, is prohibited.

## **PARK IMPROVEMENTS**

EHTYGs who wish to add equipment to a park or improve a park facility, such as adding a shed or an ice machine, must obtain prior permission from Parks and Recreation. Once approved, the Public Works Department will oversee and approve all aspects of the project. Such new equipment and facility improvements funding will generally be the responsibility of the youth group. If future costs due to the improvement are expected, an agreement may be put in place whereby the youth group will be responsible for paying for future costs. If required by the project, all applicable permits must be obtained by the youth group per local, county, state regulations. Once new equipment is placed into a park it is then owned, and insured, by the Township and may not be removed by the youth group.

## **SHARED USE OF FIELDHOUSE**

In the case where two EHTYG's share the use of a field house, each having control of the field house during their season, there will be an agreement in place between both group's presidents and the Recreation Director. This agreement will stipulate the equitable dates of use for each group, the date the field house is "turned over" from one group to the other, and any details and conditions necessary. It is expected that one group will leave the field house for the next group in the condition in which they found it at the beginning of their season. A meeting will be held on site between both youth group presidents and the Recreation Director. The Recreation Director may ask for a County Board of Health inspection of the kitchen/concessions area on the date the field house is turned over to the next group. A set of keys will be turned over to the next youth group, or new padlocks installed, as necessary.

## **USE OF COMMUNITY CENTER**

Requests for use of community buildings must be approved and processed by the Parks and Recreation Department and will require a use of facilities form. Use of community center facilities for EHTYGs will be at no charge and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, coaching/official clinics and any type of activity that is for the good of all members of the EHTYG.

## **KEYS/DOOR LOCK COMBINATIONS**

A set of keys or door lock combinations to park facilities will be issued by Public Works, in coordination with Parks and Recreation, to the President of each EHTYG as necessary. The President may distribute them to the board members on an as needed basis. Keys and combinations to specific doors or devices may be given to Head Coaches provided it is an area for which they are responsible. Keys to the bathrooms, gate and gang boxes are examples of such. Combinations to the light boxes may also be provided to the Head Coaches of teams that utilize the lighted fields. The organization must receive permission from the Parks and Recreation Director prior to changing combinations or installing locks on buildings, light boxes, etc. that are not issued by the department and provide a copy of all keys and the combinations to Parks and Recreation. Keys and combinations should not be distributed to non-board members or non-coaches, and at no time should anyone under 18 enter a fieldhouse, or any facility, without an adult.

## **OPERATION OF MOTORIZED VEHICLES**

It shall be unlawful for any person to drive any motorized or electric vehicle or equipment in a

recreation facility except upon roadways designated and maintained for vehicular traffic, and except upon walkways and fields when permitted and approved by the Parks and Recreation Director.

- No one under the age of 18 shall be permitted to operate a motorized or electric vehicle or equipment.
- Only one (1) passenger shall be allowed in any 4-wheel motorized vehicle (i.e. golf cart, gator, mule, etc.) and all passengers must remain seated at all times with arms and legs inside. No riders shall be allowed in cargo box or anywhere else on vehicles.
- Horseplay on motorized or electric vehicles or equipment is prohibited.

### **FLYERS**

The distribution of flyers in schools must be approved by the Egg Harbor Township Board of Education. EHTYG's are responsible for printing, bundling, and distributing flyers. All EHTYGs may place flyers in the designated location in the Community Center lobby.

### **WEBSITES**

EHTYG web sites should be utilized to provide information to the public and to their members regarding the administration of all sports programs. Suggested information includes (but is not limited to): dates for registration, practice and games schedules, duration of season program cost and fees, equipment included in registration cost, equipment provided by players, awards (if any), contact information for Board Members and individual sport commissioners/directors, copy of updated by-laws, schedule of executive board meetings, annual membership meeting, and elections, list of fields/facilities with driving directions, rules for each sport.

### **FIELD LIGHTS**

Field lights must be used in accordance with all applicable Township ordinances. All EHTYGs are responsible for the proper use of lighting systems and in ensuring lights are turned off at the conclusion of evening activity. Lighting systems are to be used only for official EHTYG practices and games.

### **PARK ADMISSION FEES**

EHTYGs and organizations may ask for "donations" and may charge "admission / or tournament" fees for sports tournaments. However, a tournament organizer may not require an individual to pay admission for park access during an event. At the point of collection for any event admission fee, there shall be posted a sign stating that no fee is being charged to any person who is entering the park for purposes other than the event. The department does allow the organization to accept donations to activities if the patron is informed that it is a voluntary basis. No individual may be denied admittance to a park based on non-payment of the donation.

### **COMMERCIAL VENDORS**

All commercial vendors must provide the Township with a certificate of insurance naming the Township as additional insured and hold harmless agreements.

### **WORK ORDER REQUESTS**

The EHTYG President or designee should report safety situations and work requests to the Parks and Recreation Director who will then communicate such items to Public Works Department.

## **I. SAFETY AND SECURITY**

## **VANDALISM / ACCIDENT/ INJURY**

Vandalism must be reported to the Police Department immediately by calling 609-927-5200. The EHTYG is responsible for submitting an incident/accident report to the Parks and Recreation Director for any vandalism, injury and serious incidents to within twenty-four (24) hours or next business day after the incident. EHTYG must report damage to Egg Harbor Township facilities or buildings to the Director of Recreation immediately. Damaged facilities must be secured as best as possible to prevent further damage or loss. If damage is a result of the EHTYG negligence or failure to comply with accepted operational or security measures, the EHTYG may be held responsible for reimbursing the Township for all or part of repair cost. This report will help improve safety in parks, as well as document the incident should the Township receive a claim.

## **SAFETY AND LOSS PREVENTION**

EHTYGs share responsibility with the Township for operating programs in a safe environment. The EHTYGs are required to inspect all fields, equipment and other facilities before each use to ensure safe conditions and proper maintenance. All sports equipment should meet national safety standards and regular inspections of the equipment condition should be performed.

## **ADULT SUPERVISION**

EHTYGs that conduct youth activities in Egg Harbor Township facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the players arrive until every youth group participant has left the park.

## **EMERGENCY SERVICE PROCEDURES**

For emergencies involving Park Facilities (e.g. water or flooding problems, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc.), EHTYG members should call the EHTYG President and then the Director of Recreation. For all other emergencies involving injuries, crime etc., EHTYG members should call 911 and then the President will inform the Director of Recreation.

## **CONCUSSION AWARENESS AND PROTOCOLS**

EHT Parks and Recreation and EHTYG's are required to have concussion protocols in place for the operations of their sports programs. It is required to provide training and information on concussions (Appendix B). These groups must:

- Make information accessible to all participating coaches, officials, and youth athletes and their parents or guardians about the nature and risks of concussions; AND
- Requires all coaches and officials to receive initial online training on the nature and risks of concussions. Training must be repeated every three years.

The online training for coaches/officials and information for parents and participants must be consistent with training provided by the National Centers for Disease Control and Prevention (CDC) and must address:

- The nature and risks of concussions associated with the athletic activity;
- The signs, symptoms and behaviors consistent with a concussions;
- The need to alert appropriate medical professionals for urgent diagnosis and treatment when a youth athlete is suspected or observed to have received a concussion; AND
- The need for a youth athlete who sustains a concussion to follow proper medical direction and protocols for treatment and returning to play.

An athlete who participates in athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from practice or competition, the parents



notified, the parent provided information on return-to-play, and the athlete may not return to play until he/she has obtained medical clearance.

It is recommended for organizations to use the free online course and printable information found through the CDC program *Heads Up: Concussion in Youth Sports*. Once coaches and officials finish the e-learning program and quiz, they can print a certificate demonstrating completion.

All organizations must document compliance by preserving copies of coaches and officials' certificates of completion and copies of materials provided to parents and participants. Proof of this documentation must be provided to the Township upon request. It is not required to use the CDC program, any equivalent program must be prior approved by the Township and it must be consistent with the CDC program.

### **WEATHER RELATED SAFETY**

EHTYGs are expected to adhere to best and most prudent safety practices in regards to weather conditions and the possibility of dangers presented by the weather and to conduct their affairs with a safety-first mindset and follow precautions according to general industry standards.

### **WEATHER WARNING TERMS**

The [National Weather Service](#) uses the words "advisory", "watch" and "warning" to alert you to potentially dangerous weather. Understanding these terms and knowing how to react can be a life saver.

#### **ADVISORY**

An **advisory** is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.

#### **WATCH**

A **watch** means weather conditions are favorable for dangerous weather to occur. In other words, a "watch" means watch out for what the weather could do, and be ready to act accordingly. You may wish to alter or have a back-up plan for any outdoor activities or travel.

#### **WARNINGS**

For severe thunderstorms, tornadoes and flash floods, a **warning** means the weather event is imminent or occurring somewhere in the defined warning area and that people need to take shelter as soon as possible.

#### **SEVERE STORMS**

Severe storms can produce high winds, heavy rain, hail, lightning, thunder and/or tornados. If a severe storm approaches the playing area, the safety of the players is the number one priority of coaches and referees, and may require that the game be suspended while shelter is sought. In the event the game is suspended, ALL participants MUST clear the field immediately and move into their cars or other permanent shelter.

#### **LIGHTNING**

NO PLACE outside is safe when thunderstorms are in the area!

If you hear thunder, lightning is close enough to strike you.

When you hear thunder, immediately move to safe shelter: a substantial building with electricity or plumbing or an enclosed, metal-topped vehicle with windows up.

Stay in safe shelter at least 30 minutes after you hear the last sound of thunder.

### **HOT WEATHER**

Heat is a problem when it prevents the body from cooling itself. The hotter the body gets, the more likely it is to increase fatigue levels, develop cramps and increase the possibility of heat exhaustion and heat stroke. The hotter and more humid the weather, the faster these problems can develop.

1. A heat index chart should be given to every coach and referee
2. Games need to be adjusted as the heat index rises:
  - a. Mandatory water breaks
  - b. Go to quarters
  - c. Shorten the games
3. Provide training to coaches to teach the signs of heat exhaustion and heat stroke.

### **HOT WEATHER RECOMMENDATIONS**

The Heat Index is the temperature the body feels when heat and humidity are combined. The heat index provides general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness could occur at lower temperatures. Studies indicate that susceptibility to heat illness tends to increase with age. The following are recommended guidelines for coaches and board members to follow. In responding to each situation that arises, coaches and board members should use their best judgment.

- Watch/monitor athletes carefully for necessary action.
- 5 Minute breaks every 20 Minutes.
- Ice down towels for cooling.
- Cramps or heat exhaustion possible.
- Use Extreme Caution.
- Practices and games should be held early in the morning and/or later in the evening to avoid times when environmental conditions are generally more severe.
- An unlimited supply of water shall be available to participants during practices.
- Give adequate rest periods. Remove appropriate equipment or clothing when possible. Exposed skin cools more efficiently. Remind participants to wear clothes that are light in weight and color.
- Gradually acclimate participants to the heat.

### **COLD WEATHER**

For late fall and early spring play, cold becomes a factor. Players should be allowed to dress in appropriate clothing. Field conditions will be affected by freezing rain, sleet and snow. The ground may become frozen and be unsafe for play. Temperature means either ambient (still air) or wind chill index.

### **COLD WEATHER RECOMMENDATIONS**

The wind chill factor should be used to determine the severity of the cold temperatures NOT just the temperature alone. Coaches should warm-up and properly stretch participants until immediately before the competition or practice. Participants and parents should be informed:

- Clothing should be selected for comfort.
- Do not overdress.
- Multiple layers provide good insulation.
- Properly cover the head, neck, legs, and hands. Extreme cold blocks some sensations of pain. Thus, frostbite can easily affect the fingers, toes, ears, and facial areas.
- Do not start an activity in an extremely wet and cold environment.

