



Monroe  
Township  
*Parks &  
Recreation*

**User Handbook**

**“Respect Our Facilities and Honor the Game”**

**TOWNSHIP OF MONROE**

Jim Bonder, Department Head  
Department of Parks and Recreation  
301 Blue Bell Road  
Williamstown, NJ 08094

This handbook is intended to help provide a detailed guideline for Parks and Recreation and its partnership with all of our Volunteer organizations. It will help answer questions as well as give more concise information as to what is expected by Monroe Township Parks and Recreation while working with various organizations.

Providing youth sport programs and opportunities has become increasingly more difficult over the years. What started out as a small group of parents coming together to clean and level a vacant lot so their kids could play ball, has developed into demands from special interest groups for state of the art facilities and guidelines to match. The task of providing programs that are fair and at the same time, fun and competitive is becoming more and more challenging.

Recognizing that in order to have rules and guidelines that everybody agrees are fair and in the best interest of all, we have engaged the Officers of all of our groups to develop the following handbook. We Thank them for their Time, Effort and Commitment to forming an amicable Relationship between the department and the organizations.

We in Monroe Township are fortunate to have so many people that invest Hours and Years of service to our Youth. We pledge to support them to the best of our abilities and to uphold the rules that we are about to pledge.

Sincerely,

Jim Bonder  
Director of Parks and Recreation

Honorable Daniel Teefy  
Mayor

Office (856) 728 1372  
jbonder@monroetownshipnj.org

Fax (856) 875 2202

Cell (609) 440 1924  
www.mtprnj.org

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## Parks & Rec

### Role of Parks and Recreation Department Department Directory

#### Monroe Township Parks and Recreation ROLE OF THE PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department Director is the front-line liaison with patrons using any of our park facilities. He/she is your primary contact with the department. This is the person in the department who should thoroughly know your organization, understand your by-laws and understand the program that you offer, its needs, and the organization's desires. This person also knows the department, its resources, its capabilities, its budgetary possibilities and constraints. He/she is familiar with policies and procedures, what is and is not feasible, and can give you a response to almost any question or concern that you have. In areas of policy or new programming concepts, they will seek guidance up the chain of command through the Parks and Recreation Department, through the Parks and Recreation Commission, and on to the Township Administrative staff, the Mayor or Town Council, if appropriate. The Parks and Recreation Department Director is specifically responsible for the following:

- A. Coordinating the use of park facilities by establishing use dates and times of specific facilities to an assigned user group. The Director assists the organization with league/tournament schedules, and assuring maximum utilization of all fields and other facilities with the best interest of field and play management.
- B. Serving as a liaison between the volunteer organization and the department by attending organization meetings and serving in an advisory capacity at these meetings. The Director will relay all information received from organizations to the department and prepare appropriate or necessary reports and responses. The Director will, in turn, relay all information from the department to the organization, and handle necessary verbal and written communication--reports and responses.
- C. The Director is the organization contact for ALL concerns and work order requests on town facilities. Organization presidents or designated contact person should contact their assigned Coordinator for all programmatic and maintenance requests. The Director is responsible for receiving, processing, and following-up on those requests and assuring that those requests are appropriately handled.
- D. The Director will serve as the trainer for all organizations and required or recommended coaching certification (i.e.-NYSCA, Rutgers Training, in house program).  
\*Upon Certification
- E. The Director is responsible for ensuring that the organizations are in compliance with all of the policies and procedures as listed in this handbook, the department policies and procedures manual as well as any Department/Council action. He/She is also responsible for making sure that the organizations are aware of and understand proper application of these policies and procedures, whether written or implied.

F. To serve as a point person for all Monroe Township -sponsored activities, tournaments, meetings, etc. He/She will also serve as the point person for all Monroe Township Parks and Recreation tournaments that are held under the sponsorship of organizations that are programmed/scheduled at Monroe Township park facilities.

G. To support the groups and manage a system that will allow the organizations to prosper. Monroe Township like many other towns has a limited amount of fields and resources to offer to our organizations. It is important that we enforce the guidelines set forth in the .Establishment of a Volunteer Organization Status. to minimize any in town problems that occur with regards to field availability, team and coaches dissension and overall communication. At this time P&R recognizes the following organizations.

- . Little League Boys and Girls (Town and Tournament)
- . Braves Baseball (Youth Travel)
- . Legion Baseball (Sr. Travel)
- . Youth Football and Cheerleading (Braves)
- . Youth Basketball (Town and Tournament)
- . Youth Soccer (Town and Tournament)
- . Youth Wrestling (MTYWA)
- . Braves Lacrosse

We believe that they offer programs that meet the needs of our residents. It is not our intention to stop any individual or group from having their own group outside of what is already provided.

a. Recognition is defined as an organization that already exists pursuant to the User Handbook and is working to meet the needs/demands of our residents.

H. Communicate any special requests by community groups, families, churches, clubs etc...to any organization that has already been issued a long term permit so that .Special Events can be accommodated.

a. Examples...Rotary, Cancer Whiffle Ball, 5K Runs, A.A.

Contact	Office No.	Cell Number	e-mail Address
Jim Bonder	(856) 728 -1372	(609) 440 -1924	jbonder@monroetownshipnj.org

Staff Contact Information

Recreational Facilities

Owens Park (Green Acres)

Duffy

Wagner (Green Acres)

Church Street Cecil

Board of Education Facilities

Williamstown High School

Williamstown Middle School

Oak Knoll Elementary School

Radix Elementary School

Holly Glen Elementary School

Whitehall Elementary School

\* The Parks and Recreation Department does not assign these fields for use

Monroe Township Parks and Recreation

Telephone Numbers

Administration

Mayor Daniel Teefy

(856) 728 9800 x200

Kevin Heydel

(856) 728 9800 x204

Jim Bonder

(856) 728 1372

Supervisor

?

All youth groups are private organizations. You must call the contact person on the following list for information.

Monroe Township Youth Soccer  
Ed Walto [EWalto@mtys.org](mailto:EWalto@mtys.org)  
[www.mtys.org](http://www.mtys.org)

Monroe Twp. Youth Street Hockey  
Dave Dailey - (856) 974 3441  
[www.leaguelineup.com/monrohockey](http://www.leaguelineup.com/monrohockey)

Monroe Twp. Braves Youth  
Football & Cheerleading  
Brian Cope - (856) 723 4095  
[Bldndcope@verizon.net](mailto:Bldndcope@verizon.net)  
Kim Booth – (856) 889-8219  
[www.mtbraves.com](http://www.mtbraves.com)

Monroe Twp. Junior Wrestling  
Anthony Vespers (856) 308 9929  
[Viperswrestlingclub@gmail.com](mailto:Viperswrestlingclub@gmail.com)

Monroe Twp. Youth Basketball  
Scott Whyte - (856) 446-1777  
[Whysc3@aol.com](mailto:Whysc3@aol.com)  
[www.mtyb.net](http://www.mtyb.net)

Monroe Twp. Little League  
Nick Fortunato – (856) 728-2683  
OR (856) 629-9079  
[www.mtlittleleague.com](http://www.mtlittleleague.com)

SJ Braves Travel Baseball  
Tom Greene (609) 932 6554  
[Tom.Greene@ajj.com](mailto:Tom.Greene@ajj.com)  
[www.leaguelineup.com/sjbraves](http://www.leaguelineup.com/sjbraves)

Monroe Twp. Girls Travel Softball  
TBD

Monroe Braves Lacrosse  
Michelle Kelly (856) 889 2749  
[michelle.kelly2749@att.net](mailto:michelle.kelly2749@att.net)  
[www.braveslax.org](http://www.braveslax.org)

Monroe Twp. Summer Camp  
“Camp Squankum”  
(856) 728-1372  
[www.mtprnj.com](http://www.mtprnj.com)

Volunteer Organizations

Legal Requirements  
Organizational Requirements  
Organizational Operational Procedures

Monroe Township Parks and Recreation  
VOLUNTEER ORGANIZATION LEGAL REQUIREMENTS

In order to operate in a Monroe Township Park, each ORGANIZATION shall adhere to certain minimum legal requirements as part of the (Permit) Park Use Agreement. These minimum requirements are necessary to assure public confidence in the management of contractual park usage, and to ensure the safety, health and protection of all members participating in ORGANIZATIONS.

With the execution of the (Permit) Park Use Agreement, the ORGANIZATION accepts responsibility for program management to include its registrants, participants, spectators, and volunteers. The department reserves the right, in the event of complaints brought against the organization, to review administratively, the operation of the organization/program, and to take the necessary prescribed action--carrying forward appropriate concerns to the Recreation Board for review and possible "show cause" hearing for the organization to respond to the concerns. The department reserves and retains the sole responsibility for the management of the facility, and the right of review of organizations who are contracting to use township facilities. Violation of any of these policies and procedures may constitute cause for review of the agreement, probation, revocation of the agreement, or non-issuance of a future park use agreement. The requirements are as follows:

\*Recreation Board will be established

Comment [AB1]: Need to create

#### A. NON-PROFIT STATUS:

Each ORGANIZATION shall be registered with the New Jersey Secretary of State's office as a nonprofit organization and in compliance with federal 501(c) 3 status. If the organization is a corporation, a copy of the incorporation papers must be filed with the Parks and Recreation Department, and updated annually.

#### B. BY-LAWS

Each ORGANIZATION must be governed by a Board of Directors and a set of by-laws. A current copy of the by-laws is required to be turned in to the department, to be kept on file, as a part of the park use agreement. A list of all board members' names, addresses and telephone numbers (work & home) must be submitted to the department. This list must be kept current throughout the contracted period any changes shall be submitted to the Director. Recognition of this User Handbook must be included in Organizations By-Laws

#### C. ELECTION OF OFFICERS

ORGANIZATION policies and procedures in reference to the election of officers are to be specifically stated in the by-laws. All elections and general meetings must be publicly advertised a minimum of fourteen days in advance of the meeting. Any evidence indicating that these stipulations have not been met or that any other irregularities with election process have occurred will result in the immediate initiation of the administrative review process, with subsequent recommendations and appropriate action.

#### E. FINANCES

Each ORGANIZATION must provide the department with a copy of its annual financial statement on a basis to be determined by the Youth Sports Advisory Board.

#### F. LIABILITY COVERAGE

Each ORGANIZATION is required to ensure that all of its participants who are involved in physical activity have some sort of accident medical insurance. A certificate of insurance must be submitted to the department as a part of the Park Use Agreement.

Organizations shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Organizations' operation and use of the leased premises. Coverage is to include General Liability for a limit of \$ tbd combined single limit per occurrence for bodily injury, personal injury and property damage, and Property Insurance covering the personal property of the Organization including equipment and contents. The Organization shall furnish the Parks and Recreation Department with a certificate of insurance.

Comment [AB2]: TBD



#### G. INDEMNITY

Each organization is required to hold the Township harmless and to indemnify the Township for any accident, injury, or damage claim resulting from the activities and operations of the Organization.

#### H. REGISTRATION REPORTS

During each season, ORGANIZATION rosters (including league name, player name and zip code) must be submitted to the Parks and Recreation Department, to be included in the ORGANIZATION'S annual registration figures

#### I. PARKS AND RECREATION APPOINTEE

There shall be a member of the Parks and Recreation Department appointed to each Board as a Non-Voting member. The Parks and Recreation appointee shall be copied with the minutes of each meeting.

Monroe Township Parks and Recreation

#### VOLUNTEER ORGANIZATION ORGANIZATIONAL REQUIREMENTS

##### A. ESTABLISHMENT OF VOLUNTEER ORGANIZATION STATUS

In the event that an outside group wishes to form an ORGANIZATION that is to be recognized by the Parks and Recreation Department, as being within its jurisdiction, it must submit a written petition to the Parks and Recreation Department containing information that establishes these minimum guidelines:

1. Compliance with all of the requirements contained herein.
2. Have established a demonstrated need from the constituency it intends to serve and that this need can not be satisfied by an ORGANIZATION already in existence.
3. Those individuals who wish to comprise the executive board must have a minimum of 100% who maintain permanent residence within Monroe Township 75% of the additional members of the board must maintain permanent residence within Monroe and must serve individuals of whom a minimum of 75% live within Monroe Township.

Comment [AB3]: WORDING!!!!

4. Agree to a one year probationary period during the first year of Township facility usage. At the completion of that year of probation, the department will determine whether permanent park use status is appropriate.
5. The new group understands that facility availability may be limited and not enough to meet the new organizations' needs.

## B. FILING A COMPLAINT AGAINST AN ORGANIZATION

The Department will not become involved in the internal operation of an organization. However, we have a responsibility to the public should we receive a complaint to handle that complaint in an appropriate and expeditious manner. As we would with any internal complaint, we would refer the complainant first to the front-line person to resolve the complaint at the lowest level possible. Consequently, any complaint that the Parks and Recreation Department receives from an individual or an organization relative to the operation of an organization shall first be referred by the Parks and Recreation Department back to the organization for their resolution. The Parks and Recreation Department will ask the complainant if they have spoken with the organization officers, and if they have not, they will be given the appropriate names and telephone numbers. If the complainant has already tried to work through the organization, the Parks and Recreation Department will request the complaint in writing, and upon receipt, follow up with that organization. Any letter documenting a complaint will include these three stipulations:

1. Written evidence that efforts to file a grievance with the organization in question were conducted without remedy before charges were brought to the department.
2. Clear evidence (written documentation) of misconduct and/or mismanagement must be presented against the ORGANIZATION in question.

\*If the complaint is made by someone within the Board of Directors of the ORGANIZATION, procedures as stipulated within the ORGANIZATION by-laws are to be followed first, to attempt to rectify the situation. If this does not work, then the issue should be referred to the Parks and Recreation Department for assistance. If the complaint is filed by a member of the public not on the board, the aforementioned guidelines apply.

## C. CERTIFICATION REQUIREMENTS

In order to promote proper sports instruction, it is recommended that all coaches youth and sports organization programs, using Township owned facilities, be certified by a nationally recognized coach's certification program. Recreation staff will be trained to provide National Youth Sports Coaches Association (NYSCA)—(or equivalent) training for the coaches. Coaches who participate in managing a travel team must have Certification.

## D. ORGANIZATION FEES AND CHARGES

The ORGANIZATION may charge reasonable fees in order to conduct its business. All proposed fees and charges must be submitted to the department for review and documentation for publicizing and sharing with the public.

All revenue received by the ORGANIZATION must be used for the sole purpose of program operations or toward the improvement or betterment of the town facility being used. Charged admission or parking fees will not be allowed. Donations are allowed for admission, but no required parking fees will be permitted.

The Monroe Township Parks and Recreation Department reserves to the right to audit the financial records of the ORGANIZATION at any reasonable time.

\* Non-Resident Fees – should be assessed to those participants who reside outside of Monroe Township at an additional \$\_\_\_\_ per new registrant. The non-resident fees should be paid directly to the Parks and Recreation within three weeks of the close of registration. It is the responsibility of the ORGANIZATION to verify Township residency and submit to the department with registration/roster forms.

\*At this time there are No Fees charged to Monroe Township groups. However, this policy is under review.

## E. RESIDENCY REQUIREMENTS

All participants shall be from Monroe Township for Town organizational teams.

Any resident that has lived in Monroe Township and moved out of MT may continue to play in MT and be grandfathered in for continued participation.

Any participant wishing to play in MT from another town must submit just cause for approval

. (example) Participant's town does not offer the sport

## F. SAFETY AND LOSS PREVENTION

It is the responsibility of the ORGANIZATION to make sure that their programs are being conducted in as safe an environment as possible. All equipment (athletic, maintenance) shall be maintained in a safe operating condition. Regular inspections will be made by a qualified Township member in conjunction with the appropriate organization officer to insure that safety requirements are being followed. This includes rented or loaned equipment. The

Township is not and will not be responsible for any damage to equipment or property owned or used by the Organization.

Fields should be inspected before use to insure safety and proper maintenance. A sufficient number of adults must be present to supervise the participants during the department allocated time for practice and games.

## G. DISCRIMINATION

Each ORGANIZATION agrees that all persons shall be allowed the opportunity to participate in ORGANIZATION programs regardless of race, color, national origin, religion, sex, age and/or disability.

## H. RESPONSIBILITY TO THE SURROUNDING PARK COMMUNITY

Each ORGANIZATION has the responsibility of ensuring that no unnecessary disruption occurs to the surrounding community during its programs. This includes litter, excessive noise, light misuse/abuse, traffic and parking problems and vandalism of community property.

## I. MAINTENANCE RESPONSIBILITY

The Department will have the following maintenance responsibilities:

- Cut the grass in the parks and on the fields
- Initially clean restrooms and install paper
- Assure the overall safety and equipment maintenance of the facilities
- Assist with special events based on resource availability
- Assure trash cans and dumpsters are properly emptied
- Maintain the fields, buildings, and non-field areas
- Comply and assure compliance with all Codes, Fire Codes, Health Department Codes, Risk Management, and other legal and safety requirements
- Participate in a walk-through with Organization staff spanning a minimum time frame from one month prior to the contracted dates to one month following the contracted dates or as needed, to assure open communication between the Parks and Recreation Department and the ORGANIZATION
- Use no organization equipment unless an appropriate written use agreement exists.

The Organization will have the following maintenance responsibilities:

- Pick up all litter from the fields, surrounding areas, restrooms, and parking lots, and deposit in appropriate receptacles

- Comply and assure member compliance with all Codes, Fire Codes, Health Department Codes, Risk Management, and other legal and safety requirements
- Report to staff any maintenance needs, especially of a safety nature, in a timely manner--maintenance needs within 24 hours; safety needs immediately. This should be done on the work order forms provided in the appendix of this manual.
- Participate in a walk-through with Parks and Recreation staff spanning a minimum time frame from one month prior to the contracted dates to one month following the contracted dates or as needed, to assure open communication between the Parks and Recreation Department and the ORGANIZATION
- Line off all fields
- Use no motorized Township equipment (trucksters, mowers, etc.) without approval.
- Assure the overall safety and maintenance of equipment and supplies owned and/or used by the Association while on the premises
- Stay Off of Fields when they are closed
- Agree to not alter the fields in any way without prior written approval from the Township

#### J. LITTER CONTROL -

It shall be unlawful to discard or to deposit refuse of any kind or nature in or upon the property of the Department except by placing refuse in containers provided for such purpose. Failure to abide by this law could constitute a misdemeanor offense.

It shall be unlawful to discard or to deposit domestic or household refuse and garbage in or upon the property of the Department. Park dumpsters or other such containers are intended for Department internal use only. Failure to abide by this law could constitute a criminal theft of services and is a misdemeanor offense.

It shall be unlawful to throw, cast, lay, drop, or discharge into or leave in waters administered by or under the jurisdiction of the Township or Department any substance, matter, or thing, liquid or solid, which may or shall result in the pollution of said waters. Failure to abide by this law will constitute a misdemeanor offense.

#### K. PUBLIC USE

All township park facilities are considered to be public property and, therefore, are open to public use on a first come first serve basis. The ORGANIZATIONS only have granted privileges for use of the fields, concession stands, pavilions, and non-field areas as stipulated in the Park Use Permit in regards to practices, activities, maintenance and games. A field not in use by an ORGANIZATION during a contracted time period is considered to be open to the public and therefore subject to public use unless the field has been closed by the Department. If the field has been lined for a game, or an activity scheduled by the Organization is imminent, the public may not use the field. It is the organization's responsibility to have a copy of the park use permit for the facility posted either in the appropriate kiosk or on the office, maintenance area, or concession area contracted to the organization. Any facility or field donated or constructed from donated funds which were contributed by or to the organization on town property is considered to be town property and, therefore, is subject to public use as previously stated.

\* Exception--- Church Street (Board of Education owned)

#### L. CONCESSIONS OPERATIONS

All concession operations on Township property shall meet County Health Codes. The responsibility of the ORGANIZATION includes:

- . Obtaining Food Service Permits from the County Health Department and other required food handler certifications or licenses.
- . Cleaning of concession interior (sinks, counters, floors, etc.) and exterior counters and tables and other park areas (grounds) impacted by their concession sales.
- . Bagging of all trash and placing it in the available dumpsters located in the park facility

- . Contacting the Director for work requests for building maintenance
- . Pest control (Financed by ORGANIZATION during facility usage and overseen by the Director)
- . Proper disposal of all grease products
- . Ensure the proper use and storage of grills
- . Turn over keys to Parks and Recreation Personnel
- . Any permanently installed item in the concession stand is considered to be the property of the Township and is subject to use via a Park Use Permit.

#### M. RESTROOMS

The ORGANIZATION may lock bathrooms within the assigned park facilities and only allow use during ORGANIZATION activities if they are solely responsible for the maintenance and there is no appointed supervisor to manage the facility. The ORGANIZATION has the responsibility of maintaining (cleanliness, clogged toilets, paper products as supplied, etc.) these restrooms during and immediately after their activities. The department will be responsible for all paper products and further maintenance of the restrooms prior to and following events.

#### N. SPONSOR BANNERS AND BOARDS

Pennant type signs (championship signs)

Pennant type signs are permitted in community parks only during the season immediately following the season in which the pennant was won. Any exception must have written permission by the Director or his/her designee. No signage will be permitted for display without prior written approval from the Township. Plans are currently being designed so that all signage will be consistent with the design of the Parks and the Branding of our town.

#### O. ON-SITE TELEPHONE

In cases where the department does not furnish an on site telephone, the Organization is required to supply and maintain an on-site telephone for coaches and administrators during their activity periods. Pay telephones are not acceptable in this instance. This telephone number shall be provided to the Parks and Recreation Department. TBD (every effort will be made to have a system of communications at our park facilities.)

#### P. PESTICIDE APPLICATION ON FIELDS

UNDER NO CIRCUMSTANCES is an ORGANIZATION or any of its members to apply its own pesticide to a township-owned field. Any exception must be approved by the Parks and Recreation Department and department agronomist. Pesticide application will be done by township maintenance crews under the supervision of a licensed pesticide applicator, or through township contract.

#### Q. ALLOWANCE OF SUB-CONTRACT FOR FIELD MAINTENANCE/ FERTILIZATION

At no time can the Organization sub-let its use to any other individual or organization. Only the Parks and Recreation Department has the right/ authority to contract or assign township-owned facilities. Therefore, there shall be no contract between an organization and any other company, business, etc., for field maintenance/fertilization. The organization may pay individuals to drag and line the fields and do field preparation for games. (Approval from P&R will be required.) The ORGANIZATION may supplement the fertilization program with prior approval from the department. Upon approval, the organization will supply the materials and the department will apply to the fields.

#### R. LENDING OR BORROWING OF ORGANIZATION FUNDS

Under no circumstances are funds generated by the ORGANIZATION to be used by individuals in or outside of the ORGANIZATION for personal use. This includes loaning or borrowing (IOU's) ORGANIZATION funds. Any evidence of such action shall result in an immediate audit being levied on the non-complying organization. EXCEPTION: Reimbursement for direct out-of-pocket expenses which are documentable by appropriate receipts.

#### S. ADVISORY BOARD-

The organization recognizes that an Advisory Board has been formed. The Board will be made Up of 2 representatives from each group and the group will have 1 vote. The Advisory Board's policy and procedures will be determined by their Bi-Laws.

Monroe Township Parks and Recreation

#### OPERATIONAL PROCEDURES FOR VOLUNTEER ORGANIZATIONS

#### A. REQUEST TO MAKE FACILITY IMPROVEMENTS

Any plans for improvements or alterations to township facilities shall be submitted in writing on the appropriate form with appropriate design drawings to the Parks and Recreation Department a minimum of thirty days prior to the date of the Recreation Commission meeting in which they will be presented. The Parks and Recreation Department will submit them to the Township Administration for plan review and recommendation. These plans shall meet all Federal, State and Local building codes. No work is to be done until approval has been granted in writing by the department. All work will be monitored and inspected by the Parks and Recreation Department and the Construction Inspector to insure timely, approved completion. The Department staff will review with the organization the proposed budget for the project to assure that it is sufficient to cover all projected costs.

#### B. MATCHING GRANT FUND REQUEST

The Monroe Township Parks and Recreation Department does not have a Matching Grant Fund at this time. However, we will solicit all opportunities for funding support.

#### C. ADVERTISING AND SIGN PERMIT

##### Advertising Signs

1. Parks that are owned by the Township: Sponsorship signs will be permitted in community parks. Signs must meet the design criteria as approved by the Parks and Recreation Department. Signs are subject to removal no later than 10 days after the ending of their contract/season.
2. Offensive signs prohibited: The Director or his designee has the authority to prohibit any sign, banner, etc., based on the sign being offensive or of poor design or construction, as determined in the sole discretion of the Township.

#### D. INCIDENT REPORT:

The department MUST be notified immediately of any serious injury, death, property damage, or vandalism and provided with a written report the next working day. This report must be forwarded to the Department Director for review to help improve safety in parks, as well as to document the incident, should they receive a claim.

#### E. INCLEMENT WEATHER PROCEDURE

The Parks and Recreation Department sets forth in this agreement the following inclement weather condition policy:

1. Lightening-all play will be suspended for thirty (30) minutes following the first sighting of lightning. Each successive sighting shall delay the restart by 30 minutes until a complete thirty-minute cycle has been completed without a new sighting.

2. At the announcement of a severe weather watch notification, the organization will prepare to stop play and secure the facilities, including: removing to storage all movable equipment, i.e., bats, batting helmets, etc. The organization officials will maintain telephone or verbal contact with department staff to determine playability and safety of the facility and its users.

3. At the announcement of a severe weather warning- ALL PLAY WILL STOP- all players, spectators, coaches and league officials must leave the facility in an orderly manner. The facility will be closed for use until the organization is notified by the department management staff that weather conditions have cleared enabling safe facility usage. The Parks and Recreation Department reserves the right to close facilities based on field conditions and/or anticipated weather conditions.

#### F. SEASONAL INFORMATION FORM

Each ORGANIZATION shall submit a seasonal information form to the Parks and Recreation Department prior to the beginning of each opening day (a minimum of 30 days prior). The form should include: try out dates, opening day (ceremony and time, if applicable), last day of season, all planned tournaments, regular monthly meetings and the annual meeting(s). Game schedules should be submitted two weeks prior to first game of season.

#### G. PARTNERSHIPS OR MERGERS BETWEEN ORGANIZATIONS

Any attempts by one or more ORGANIZATIONS to become partners or to merge together are first subject to review and approval of the department PRIOR to that merger occurring. A written petition shall be submitted to the Parks and Recreation Department stating exactly what groups are involved and what activities and individuals will be affected. Also to be included is an explanation of how current service to the affected parties will be improved by this merger or partnership, and that it is proposed with the approval of those individuals being affected. The merger or partnership will not be approved if the department feels that adequate service to the community will be jeopardized.

## Ordinances

### Township Ordinances

#### Monroe Township Parks and Recreation ORDINANCE REQUIREMENTS

All ORGANIZATIONS are required to be in compliance with all township ordinances when utilizing township property. The following ordinances apply to township property use:

#### Monroe Township Parks and Recreation ORDINANCE REQUIREMENTS

##### ARTICLE I Use and Control

226-1. Purpose. [Amended 3-25-2003 by Ord. No. O-5-2003]

It is hereby declared to be for the best interest, health, safety and general welfare of the citizens of Monroe Township that regulations be promulgated for the control of public parks, skate parks and playgrounds in the Township of Monroe.

226-2. Hours. [Amended 5-21-1986 by Ord. No. O-15A-86; 8-19-1991 by Ord. No. 19-91; 3-25-2003 by Ord. No. O-5-2003; 8-9-2005 by Ord. No. O-12-2005; 3-28-2006 by Ord. No. O-08-2006]

The rules and regulations, dates and hours of operation of all parks playgrounds and the skate park, whether or not they are jointly owned with the Monroe Township Board of Education, shall come under the control of the Parks and Recreation Department Head or his/her designee. The Parks and Recreation Department Head and/or his/her designee shall determine the hours of operation of the parks, playgrounds and skate park as the conditions and circumstances permit.

226-2.1. Parking prohibited. [Added 8-9-2005 by Ord. No. O-12-2005. ]

A. The Director of Public Safety and/or his designee shall establish parking in designated areas and handicapped parking areas.

B. Any violation of the designated parking and handicapped parking areas shall be punishable by a fine of \$25 for the first offense, \$50 for the second offense and \$100 for the third offense. Each and every violation shall be considered a separate offense.

226-3. Permits for special events. [Amended 3-28-2006 by Ord. No. O-08-2006]

Permits for special events in parks or to use the park beyond the normal hours shall be obtained by application to the Parks and Recreation Department Head in accordance with the following procedure:

A. A person seeking issuance of a permit hereunder may file an application, at least 20 days before the date of intended use, with the Parks and Recreation Department Head or the Mayor's designee, in accordance with the following:

1. The name and address of the applicant.
  
  
  
  
  
  
  
  
  
  
2. The name and address of the person, persons, corporation or association sponsoring the activity, if any.
  
  
  
  
  
  
  
  
  
  
3. The day and hours for which the permit is desired.



4. The park or portion thereof for which such permit is desired.

5. Any other information which the Parks and Recreation Department Head shall find reasonably necessary to a fair determination as to whether a permit should be issued hereunder.

B. Standards for issuance of a use permit by the Parks and Recreation Head include the following findings:

1. The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.

2. The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

3. The proposed activity or uses that are reasonably anticipated will not include violence, crime or disorderly conduct.

4. The proposed activity or uses will not entail extraordinary or burdensome expenses or police operation by the Township.

5. The facilities desired have not been reserved for other use at the date and hour requested in the application.

C. The Parks and Recreation Department Head shall not unduly withhold issuance of any permit unless he/she finds and determines that the proposed activity or activities for which a permit is sought:

1. Would probably result in, at the time proposed for scheduling, the depriving of adjacent property owners of the quiet use and enjoyment of their premises;

2. Could not be conducted without jeopardizing the public health, safety and welfare of those for whom the permit is sought or other citizens of the Township of Monroe or adjacent thereto; or

3. Would result in a public nuisance or disturbance.

D. In the event of a denial of a request for a permit, the Parks and Recreation Department Head shall apprise the applicant, in writing, of his/her reasons for refusing a permit, and any aggrieved person shall have the right to appeal, in writing, to the Township Council within 10 days from the receipt of such denial. The Township, in reviewing any such appeal, may make an independent determination of the facts but shall at all times apply those legal standards as set forth in Subsection B hereof in the rendering of such determination.

E. In the event that the denial of a request for a permit results in a hearing date beyond that requested in the application for a permit, the applicant shall be permitted to amend his application on appeal to request another date beyond the hearing set by the Township Council.

F. The permit holder shall be bound by all park and playground rules and regulations and all applicable ordinances fully as though the same were inserted in said permits.

G. The Parks and Recreation Department Head shall have the authority to revoke a permit upon finding a violation of any rule or ordinance or upon good cause shown.

226-4. Requirements for use; prohibited acts. [Amended 5-21-1986 by Ord. No. O-15A-86; 12-20-1993 by Ord. No. O-42-93; 3-3-1997 by Ord. No. O-3-97; 3-28-2006 by Ord. No. O-08-2006]

A. Requirements concerning use of grounds and facilities. Each person, firm, or corporation using the public parks and playgrounds shall:

1. Clean up all debris, extinguish all fires when such fires are permitted and leave the premises in good order and the facilities in a neat and sanitary condition. The Parks and Recreation Department Head shall inspect said grounds or facilities utilized by an approved group and make a determination that the facilities were left in a neat and satisfactory manner.

2. Comply with all applicable provisions of the state motor vehicle traffic laws in regard to equipment and operation of vehicles, together with such regulations as are contained in this chapter and other ordinances.

3. Obtain the written permission of the Parks and Recreation Department Head before bringing any buses or charter groups into the park premises.

B. Prohibited acts. It shall be unlawful for any person, firm or corporation using such parks and playgrounds to either perform or permit to be performed any of the following acts:

1. Property. No one shall:

a. Willfully mark, deface, injure, disfigure, tamper with, displace or remove any building, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment, facilities or park or playground property or appurtenances whatsoever, either real or personal.

b. Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer or drain flowing into such waters any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters.

c. Bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park or playground or shall be left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided. Where receptacles are not so provided, all such rubbish or waste shall be carried away from the park or playground by the person responsible for its presence and properly disposed of elsewhere.

d. Damage, cut, carve, transplant or remove any tree or plant or injure the bark or pick the flowers or seeds of any tree or plant; nor shall anyone attach any rope, wire or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas or in any other way injure or impair the natural beauty or usefulness of any area.

e. Operate upon any municipal park or playground any motorcycle, motorbike, snowmobile or other all-terrain-type of vehicle, mini bikes, go-carts, trail bikes, sport bikes, trikes or any similar type of sport vehicle. Not included, but specifically excluded from this section and the prohibitions set forth herein, are vehicles used primarily for handicap purposes and power equipment such as lawn mowers and tractors used for the maintenance of parks and playgrounds by authorized persons.

## 2. Domestic animals

a. No animals shall be permitted on the premises except horses in designated areas.

b. As to wild animals, no one shall hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw stones or any missiles at or give or offer any poisonous foods to any animal reptile, bird or the eggs of the same, except that the foregoing shall not prohibit the killing of any deadly animal,

## 3. General conduct. No one shall:

a. Bring in or upon, have brought in or upon or cause to be brought in or upon the park or the grounds thereof any alcoholic beverage or illegal drugs, nor sell, purchase, consume or drink any alcoholic beverage or illegal drugs at any time in the park. Any person entering the park or found within the park to be under the influence of alcoholic liquor or illegal drugs shall be immediately removed.

b. Bring in or cause to be brought in or have in his or her possession or set off or otherwise cause to be exploded, discharged or burned any firecracker, torpedo, rocket or other fireworks or explosive or flammable material or discharge them or throw them into any area of the park upon the land adjacent thereto. Notwithstanding the foregoing, the park grounds or facilities thereon may be used for a scheduled fireworks program under the permit.

c. Build or attempt to build a fire, except in a fireplace designated and constructed for such purposes and under such regulations as may be adopted from time to time by the Township Council or Division of Parks and Recreation. No person shall drop, throw or otherwise scatter lighted matches, burning cigars or cigarettes, tobacco or any other flammable material within the park.

d. Enter upon ice, except such ice designated for skating purposes, provided that a safety signal is so displayed on said ice or displayed on an adjacent area.

e. Engage in any disorderly conduct or behavior tending to cause a breach of the public peace. No person shall disturb or otherwise interfere with any other person or group of persons occupying any area or engaging in any organized activity.

f. Sell or offer for sale any object or merchandise or any other thing within the parks or playgrounds or place any other equipment or apparatus within the parks or playgrounds, except by permit or as may be permitted by the rules and regulations, in accordance with the requirements set forth in this Code.

g. Remove or open permanent or temporary barriers, signs, directionals, gates or fences.

h. Picnic or lunch in a place other than those designated for that purpose.

i. Endanger the safety of any person by any conduct or act.

j. Prevent any person from using the park or playground or any of its facilities or interfere with such use in compliance with this chapter and the rules applicable to such use.

k. Fail to obey, nor shall any person interfere with, an officer in the proper performance of his duties.

l. Leave any motor vehicle overnight.

m. Leave bicycles except in designated areas.

n. Ride bicycles or other vehicles without regard to the safety of others.

o. Ride a horse, except in areas designated for such use.

p. Gamble.

q. Sleep on park benches.

r. Camp, except with written permission of the Township Mayor.

s. Solicit alms or contributions, except with the written permission of the Mayor.

t. Carry firearms or other weapons.

u. Bring any concession trucks or otherwise sell any food or beverages in park areas or 500 feet from the park entrances without prior written consent from the Mayor. Bona fide senior citizen groups shall have first priority in operation of any vending machines or concessions.

v. Attempt to use any playing field or other area which has been reserved for use by some other person, firm, corporation, or group.

w. Attempt to gain entry to a special event without paying the required admission fee.

226-4.1. Rules and regulations for skatepark. [Added 3-25-2003 by Ord. No. O-5-2003; amended 12-9-2003 by Ord. No. O-50-2003; 8-9-2005 by Ord. No. O-12-2005; 3-28-2006 by Ord. No. O-08-2006]

A. In addition to the general rules and regulations as set forth in § 226-4, all individuals who utilize the skate park are required to adhere to the following rules and regulations, which shall be posted within the skate park:

1. All individuals who utilize the skate park shall wear all safety equipment as required by the Township's liability insurance carrier. Please skate and bike responsibly, exercising common sense and courtesy to other users. Note: Only one person per skateboard and BMX bikes.

2. This facility is for skateboards, in-line skates and BMX bikes. Scooters and motorized vehicles are not permitted.

3. (Reserved)

4. No activity is permitted when the skating surface is wet, snow covered or icy. The Parks and Recreation Department Head or his/her designee will determine unsafe conditions and may close the park as circumstances warrant.

5. The use of drugs, alcohol, profanity, abusive language/behavior and/or vandalism is strictly prohibited and shall result in immediate and permanent expulsion from this facility. All rules and regulations cited in Township ordinances will apply.

6. For safety reasons, utilization of the skate park will be limited to the established maximum capacity of participants. Spectators must stay clear of skaters and equipment.

7. Skateboarding is prohibited in the parking lot adjacent to the skate park.

8. Children under the age of 10 must be accompanied by an adult. Children under the age of six are not permitted at any time.

9. No food, drink, chewing gum, plastic and/or glass containers or tobacco products may be brought into the skate park.

10. No graffiti, tagging or stickers on or about the facility. Horseplay, fighting and disruptive behavior will not be tolerated.

11. Gear and clothing not in use must be stored outside of the skate park. Shirts must be worn at all times. We are not responsible for lost or stolen items. Lock all personal items in your car or leave them at home.

B. (Reserved)



C. Authorized use of the skate park shall only be permitted within the designated Township skate park and not on any other Township-owned properties. Any individual found to be in violation of this regulation shall be subject to the penalty provisions set forth in § 226-10.

D. The Township of Monroe through the Administration and/or his/her designee reserves the right to immediately take all precautions that are necessary to protect the participants and spectators who utilize the skate park facility.

226-5. Enforcement. [Amended 5-21-1986 by Ord. No. O-15A-86; 8-2-1993 by Ord. No. O-24-93; 3-28-2006 by Ord. No. O-08-2006]

A. The Department of Public Safety shall, in connection with its duties, enforce the provisions of this article, together with all rules and regulations adopted by the Division of Parks and Recreation and, in furtherance of those duties, may designate such enforcement to the Division of Parks and Recreation or such other persons as designated by the Department of Public Safety.

B. The Department of Public Safety or those designated, including the members of the Department of Public Safety, shall have the authority to eject from the parks and playgrounds area any person or persons acting in violation of this article.

C. The Department of Public Safety or those designated shall have the authority to seize, confiscate, hold and/or retain, subject to the constraints of due process of law, any property, thing or device used in violation of this article in any public park and/or playground.

D. The Division of Parks and Recreation shall have the authority to adopt rules and regulations by majority vote at any duly constituted meeting of the Division, which rules and regulations must be in writing and shall become effective seven days after being filed with the Township Clerk and Chief of Police and posted in a conspicuous place upon the property affected (if applicable) by the said rule or regulation.

226-6. Violations and penalties. [Amended 5-21-1986 by Ord. No. O-15A-86; 8-2-1993 by Ord. No. O-24-93; 3-3-1997 by Ord. No. O-3-97; 3-28-2006 by Ord. No. O-08-2006]

Any person or persons found to be in violation of the provisions of this article, including all rules and regulations adopted by the Division of Parks and Recreation, shall, upon conviction, be subject to a fine not to exceed \$1,000 or imprisonment for a term not to exceed 90 days and/or community service not to exceed 30 days.

ARTICLE II Demonstrations [Adopted 11-28-2000 by Ord. No. O-45-2000]

226-7. Purpose.

It is hereby declared to be for the best interest, health and general welfare of the citizens of Monroe Township that regulations be promulgated regarding public demonstrations in public parks and playgrounds within the Township of Monroe.

226-8. Unlawful demonstrations.

It shall be unlawful for any group, person, persons, organization, entity, corporation or association to demonstrate and/or protest in any public park or playground within the Township of Monroe unless a permit is first obtained under § 227-9 of this article.

226-9. Permits for public demonstrations.

A permit for public demonstration pursuant to this article shall be obtained by application to the Director of Public Safety and/or his/her designee within 10 days of said event in accordance with the following procedure:

A. A group, person, persons, organization, entity, corporation or association seeking the issuance of a permit hereunder must submit an application to the Director of Public Safety and/or his/her designee. The application will contain the following information:

1. The name and address of the group, person, persons, organization, entity, corporation or association sponsoring the activity, if any.
  
2. The name, address and telephone number of the group, person, persons, organization, entity, corporation or association sponsoring the activity, if any.
  
3. The date and hours for which the permit is issued.
  
4. The park or portion thereof for which the permit is issued.
  
5. Any and all other information necessary to assure compliance with Chapter 226, Article I, and all other applicable ordinances of the Code of the Township of Monroe.

226-10. Violations and penalties. [Amended 3-25-2003 by Ord. No. O-5-2003]

Any group, person, persons, organization, entity, corporation or association in violation of this article shall be subject to a fine of up to \$1,000 and/or up to six months in jail and/or up to 30 days' community service.

226-11. Enforcement. [Amended 3-25-2003 by Ord. No. O-5-2003]

Any and all provisions of this article shall be enforced by the Monroe Township Police Department or any other individual designated by the Director of Public Safety or Director of Community Affairs and/or his/her designee.

## FORMS

Contract Compliance  
Calendar of Required Documents  
Organization Registration Information Form  
Organization Fee and Charges Schedule  
Income and Expense Form  
Seasonal Information Form  
Concessions Operations Form  
Request for Facility Improvement Form

### Monroe Township Parks and Recreation CONTRACT COMPLIANCE

All ORGANIZATIONS are expected to comply with all of the terms and conditions of the Park Use Agreement, the Policies and Procedures identified or implied in this handbook and all relevant material written in the department's Policies and Procedures Manual. Compliance includes, but is not limited to, the submission of all requested documents such as:

- . Park Use Agreement
- . Proof of Liability Insurance
- . Names, addresses and telephone numbers of board members
- . By-Laws
- . Annual meeting and election notice
- . Participant rosters and non-resident fees
- . Proof of registration as non-profit organization
- . Financial reports
- . Any fees that are due

Failure to comply with these stipulated terms and conditions may result in the following procedures being taken:

First Offense: Letter to Organization president from corresponding Coordinator identifying the requirement being deficient. Reasonable deadline for compliance documented.

Second Offense: A meeting with the Organization president and the Parks and Recreation Department to discuss violation and to inform the Organization of the penalty for a third offense. This will be documented in writing by letter to the Organization president.

Third Offense: Notification to president of the non-complying ORGANIZATION of SUSPENSION OF FIELD PERMITS (If compliance is rectified, permit will be re-issued).

Fourth Offense: Show Cause (Organization) Meeting with the Parks and Recreation Department to show just cause why the contract should not be revoked. The Revocation/Non Issuance of Park Use Permit for the following year will occur if the board deems appropriate.

In instances of gross mismanagement, wrongdoing or repeated violations being committed by the same ORGANIZATION, the department reserves the right, after thorough administrative review, to immediately invoke a fourth offense penalty against the offending ORGANIZATION.

Disclaimer –

The basis of the organizations that are listed is that they have met the criteria listed in the handbook.

#### Calendar of Required Documentation

As a part of your contractual agreement to use park facilities, your organization is required to periodically submit documentation relative to your program. Below is a checklist of these documents and the dates on which they are to be submitted to our office.

Document	Due Date
Field Permit Request	minimum 30 days prior to start of season
Organization By-laws	upon request
Proof of Liability Insurance	With Park Use Agreement
Board of Directors (names, addresses & phone numbers)	With Park Use Agreement
Financial Report	Upon Request
Participation Reports	2 Week after start of season
Out of Township Fees	3wks after close of Registration
Information Form	Updated Annually
Notification of Annual Meeting/Election	14 days prior to meeting
Facility Readiness Form	30 days prior to start of season
List of Tournaments	As soon as determined

Monroe Township Parks and Recreation  
ORGANIZATION REGISTRATION INFORMATION FORM

Organization:      Date

Organization President:

Activity:

Facility Used:

Season:                      Season Dates:

Date Due (due within three (3) weeks of the close of the season) to the Parks and Recreation Department:

Registrant Information: Please attach rosters and league information to this form in the following column format.

Age League    Participant Name    Address (Street/City/State/Zip)

Please provide:

- total number of registrants.
- total number of teams
- total number of out-of-township registrants (names & addresses)

I, \_\_\_\_\_,  
(Name of Officer)                      (Title of Officer)

certify that the above information is correct.

Monroe Township Parks and Recreation  
ORGANIZATION FEE AND CHARGES SCHEDULE

ORGANIZATION:

Cost Per Participant: \$

Individual League or Activity (List)

Registration Fee Includes: (List)

What does the player get to keep at the end of the season?

Will the registrants be required to participate in any fund raising events? No Yes

If yes:

Type of fund-raiser: \_\_\_\_\_ Type of item sold \_\_\_\_\_

Do you allow work/service, or straight contribution in lieu of participation in fundraising effort?

How much will each registrant be required to sell: \_\_\_\_\_, for \$ \_\_\_\_\_, for a total of \$ \_\_\_\_\_  
(# OF ITEMS)

What is penalty, if any, for failure to sell target number?

I \_\_\_\_\_, certify that the above information is correct.  
Organization President / Representative

Monroe Township Parks and Recreation  
VOLUNTEER ORGANIZATION INCOME AND EXPENSE REPORT

All ORGANIZATIONS must submit this form at the beginning of each contract period (Spring and Fall seasons shall be reported separately).

ORGANIZATION SEASON YEAR

INCOME:

Registration Fees \$

Related Info :

Fund-raisers (Itemize types)

\$

\$

Sponsors Fees \$

Donations \$

Loans \$

Team Pictures \$

Uniforms \$

Concessions \$

Interest Income \$

Grant Income \$

TOTAL INCOME \$

EXPENSES:

Administrative Expenses

Loan Payments \$

Organization Dues \$

Uniforms \$

Annual purchase:           yes       no

Equipment \$

Annual purchase:           yes       no

Photographer \$

Physicals \$

Required:                   yes       no

Refunds \$

Storage \$

P.O. Box \$

Publicity \$

Newsletter \$

Donations \$

Loans \$

Team Pictures \$

Uniforms \$

Concessions \$

Interest Income \$

Grant Income \$

President

Individual reg. fee \$

# of registrants

# of sponsors

Bank Info:

Current Bank Name

Checking Balance \$

Savings Balance \$

Investment Balance \$

Total Balance:       \$

Concessions

Food Purchase \$

Candy Purchase \$

Beverage Purchases \$

Utilities \$

Equipment \$

Other \$

Awards

Utilities \$

Equipment \$

Other \$

Personnel  
Concessions Workers \$  
Maintenance Workers \$  
Officials/Umpires \$  
Scorekeepers \$

TOTAL EXPENSES \$

I, , certify that  
the above financial information is correct.  
Treasurer  
Monroe Township Parks and Recreation  
PARK USER SEASONAL INFORMATION

Please provide the requested information as accurately as possible. Estimate any information that may not be exact at this point. This form is due to Parks and Recreation Department a minimum of four (4) weeks prior to beginning of registration.

Organization Name: Park: League: Activity:  
Season: Contact Person: Phone # Contact Person:  
Phone #  
Minimum age of participant: Cut off Date:  
Maximum age of participant: Cut off Date:  
Registration Date(s) :  
Location(s): Time(s)  
Registration Fee(s) Other Fee(s) Try-out Dates:  
Time(s) Season Play Begins: # Games Per Team: Opening  
Ceremony: Yes No  
Date/Time/Location:  
Closing Ceremony: Yes No  
Date/Time/Location:  
Special Dates (organization meetings, tournaments, etc.)

Monroe Township Parks and Recreation  
CONCESSIONS OPERATIONS FORM

Organization Name:

Concessions Coordinator Name:

Address:

Phone :



Please check below that you are in compliance with stipulations of the Park User Handbook.

Pest Control

Proper Disposal of Grease Products

Signature

Date

Monroe Township Parks and Recreation  
FACILITY/PARK IMPROVEMENT REQUEST

Date Submitted  
(Form must be submitted thirty days prior to proposed start date).

1. Facility/ Park
2. Association/Group making request
3. Association/Group President  
Home Telephone    Work Telephone
4. Association/Group person supervising project:  
Home Telephone    Work Telephone
5. Description of proposed project:
6. Have detailed plans been drawn up    Yes    No (If yes, please attach copy).
7. Projected cost
8. Source of fund    (Attached copy of written commitment for funding if funds derived other than from organization treasury).
9. Start Date    Completion Date

As an AUTHORIZED REPRESENTATIVE of the above association/group, I have submitted the above application with the understanding that ALL WORK RELATED TO THE COMPLETION OF THIS PROJECT MAY BE THE RESPONSIBILITY OF THIS ASSOCIATION/GROUP AND THE ASSOCIATION/GROUP MAY ALSO BE RESPONSIBLE FOR THE MAINTENANCE OF SOME OR ALL EQUIPMENT THAT MAY BE A PART OF THIS PROJECT. It is further understood that upon completion of this facility/park development, it will become the sole property of the Township of Monroe.

Signature    Title

Date

Parks and Recreation Department Head    (I concur/I disagree) with request

Township Business Administrator    (I concur/I disagree) with request

Council President    (I concur/I disagree) with request

Date:

PERMITS

Park User Agreement  
Short-Term Special Permit  
Monroe Township Parks and Recreation  
PARK USER AGREEMENT

Sample

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between (hereinafter the "Organization") and Monroe Township Parks and Recreation Department, Whereas the Town desires to have an organization provide supervised recreation in its parks; and Whereas the Organization desires to provide supervised recreation in Town parks, Now, therefore, in consideration of the mutual benefits flowing to each party receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. The Organization has use of the following facilities on the following days and times:

PARK

Field/Facility	Field/Facility		
Field/Facility	Field/Facility		
Day	From	AM/PM To	AM/PM
Day	From	AM/PM To	AM/PM
Day	From	AM/PM To	AM/PM
Day	From	AM/PM To	AM/PM
Day	From	AM/PM To	AM/PM
Day	From	AM/PM To	AM/PM

Beginning \_\_\_\_\_, 20\_\_\_\_ and Ending \_\_\_\_\_, 20\_\_\_\_.

The Monroe Township Parks and Recreation Department reserves the right to cancel any scheduled activity on Town facilities when it determines that such use could potentially cause unsafe conditions for the organization, spectators, or general public, and/or damage to the facility or grounds. Further, the Parks and Recreation Department maintains the authority to close a facility at anytime it deems it to be in the best interest of the public.

2. The Organization and its members/participants agree to abide by the terms of this Agreement and the Policies set forth in the Policy Manual of the Monroe Township Parks and Recreation Department and other policies written and reasonably implied in this agreement. The Organization understands and agrees that the violation of any of the terms of this agreement including the attachments or other policies of the Monroe Township Parks and Recreation Department may result in action against the Organization, up to and including immediate termination of this Agreement. Additionally, the Township may terminate this Agreement at its convenience by providing the Organization with written notice.

3. Prior to the Monroe Township Parks and Recreation Department execution of this Agreement, the Organization must furnish to Parks and Recreation Department copies of the following information:

Sample

- a. Proof of liability insurance.
- b. A copy of Secretary of State's certification as a registered non-profit organization,
- c. The Organization's by-laws (reflecting acceptable participation clause as set forth in the Policy Manual),
- d. Previous year's Annual Financial Statement,
- e. Current list of all officers' name, addresses, telephone, and FAX numbers,
- f. Proof of 501c-3status and registration
- g. List of proposed fees and charges for program participation.
- h. Other reports outlined in the Park User Handbook as requested.

4. Department staff shall have the right to administratively review any complaints regarding the Organizations use of Township facilities and any violations of the terms of this agreement. Staff shall report any misuse or violations to the Parks and Recreation Department along with its recommendation for action to be taken.

5. Law and Venue: This Agreement shall be interpreted and governed by the laws of the State of New Jersey and both parties agree exclusive venue shall be in \_\_\_\_\_

6. This agreement, along with its attachments, addenda, the Policy Manual, and the Park Use Handbook, constitute the entire agreement between the parties. Any amendments to the Agreement must be made in writing and signed by both parties. Should any term or condition of the Agreement be determined unlawful or unconstitutional by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

By execution of their signatures below, the undersigned hereby agree to abide by the provisions contained herein and attached hereto and certify that they are authorized and empowered to legally bind their organization.

Organization

BY: Signature of Organization Official      BY: Date      Jim Bonder- Director MTP&R      Date

Print Name of Organization Official

/  
Home Phone # Work Phone #

Official Address of Organization

Monroe Township Parks and Recreation  
Short-Term Special Permit  
Sample

Business/Group Address	Home Telephone No.	Work Telephone No.	Monroe Township Facility	Area of Impact	Purpose of Permit	Date(s) of Use	Time	Representative	City	Zip	No. of Guests
This permit is issued to the group stated above, for a non-refundable fee of \$											
Agreement Conditions											

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions herein as well as all Federal and State laws and Township ordinances and park regulations (as stated on back of permit and/or attached materials).

2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of the assigned or designated facility and/or structure or area.

3. The undersigned acknowledges that Monroe Township Parks and Recreation Department assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.

4. The undersigned certifies that the information contained herein and in the reservation form is true and correct to the best of their knowledge.

I (we) hereby personally guarantee the above stated obligations and agreements and agree to personally attend the function described.

Signature:  
Representative

Date:

Director:  
L. Gisi, Director  
Jim Bonder

Date:

Jimmy

## STANDARDS

State of New Jersey 210th Legislature Chapter 74

Minimum Standards for Volunteer Coaches

### STATE OF NEW JERSEY 210th LEGISLATURE CHAPTER 74

AN ACT concerning the establishment of athletic codes of conduct for players, coaches, officials and parents and supplementing Title 5 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: C.5:17-1 Athletic code of conduct, permitted; "youth sports event" defined. 1. a. A school board or youth sports team organization may establish an athletic code of conduct. An athletic code of conduct established pursuant to the provisions of this act shall contain guidelines for conduct of behavior to be observed at youth sports events and shall permit the school board or youth sports team organization to ban the presence of any person at youth sports events who (1) engages in verbal or physical threats or abuse aimed at any student, coach, official or parent, or (2) initiates a fight or scuffle with any student, coach, official, parent, or other person if the conduct occurs at or in connection with a school or community sponsored youth sports event. b. As used in this act, "youth sports event" means a competition, practice or instructional event involving one or more interscholastic sports teams or sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

C.5:17-2 Athletic code of conduct established by school board, agreement required for participation. 2. A school board which has established an athletic code of conduct pursuant to the provisions of this act may require that all students, coaches, officials, or parents of students as a condition of participation in any athletic program by the student, agree in writing to a code of conduct established pursuant to section 1 of P.L.2002, c.74 (C.5:17-1) which would require the student, parent, coach or official to refrain from verbal or physical threats or abuse aimed at any student, coach, official or other parent, or, from initiating any fight or scuffle with any person. The board shall have the power to ban the presence of any student, coach, parent or official at any subsequent school sports event who shall violate the athletic code of conduct.

C.5:17-3 Athletic code of conduct established by certain sports teams, agreement required for participation. 3. Any sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department may require that all youth athletes, coaches, officials, or parents of youth athletes as a condition of participation in any athletic program by the youth athlete agree in writing to a code of conduct established pursuant to section 1 of P.L.2002, c.74 (C.5:17-1) which would require the youth athlete, parent, coach or official to refrain from verbal or physical threats or abuse aimed at any student, coach, official or other parent, or, from initiating any fight or scuffle with any person. The sports team shall have the power to ban the presence of any youth athlete, coach, parent or official at any subsequent youth sports event who shall violate the code of conduct.

C.5:17-4 Violation of code, ban; resumption of participation on counseling. 4. Any student, coach, official, parent or other person subject to the terms and conditions of an athletic code of conduct established pursuant to the provisions of P.L.2002, c.74 (C.5:17-1 et seq.) who violates the provisions of the athletic code of conduct, may be banned from attending any subsequent school or community sponsored youth sports event. In the event that any student, coach, official, parent or other person subject to the terms and conditions of an athletic code of conduct is banned from attendance, that person may petition the school board or sports team for permission to resume attendance. Prior to being permitted to resume attendance, the school board or sports team shall require the individual to present proof of completion of anger management counseling through a public or private source.

C.5:17-5 Attorney General to promulgate model code, policies. 5. The Attorney General shall promulgate: a. (1) A model athletic code of conduct which may be adopted by a school board or youth sports team organization pursuant to the provisions of this act; and (2) Model policies regarding banning a person from a school or community sponsored youth sports event, minimum requirements for anger management counseling and permitting a person to resume attendance subsequent to the completion of anger management counseling, which may be adopted by a school board or youth sports team organization pursuant to the provisions of this act. b. In developing these models, the Attorney General shall consult with youth interscholastic or nonprofit community

sports organizations, county and municipal recreation departments and any other organization deemed appropriate.

6. This act shall take effect immediately.

Approved August 25, 2002.

## GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS CHAPTER 52

### Volunteer Coaches' Safety Orientation and Training Skills Programs Minimum Standards SUBCHAPTER 1.

#### MINIMUM STANDARDS FOR VOLUNTEER COACHES' SAFETY ORIENTATION AND TRAINING SKILLS PROGRAMS

##### 5:52-1.1 Introduction

a. The minimum standards set forth in this subchapter identify the major topics which must be addressed in volunteer coaching/managing/officiating programs for safety orientation and training skills programs required for civil immunity according to N.J.S.A. 2A:62 6 et seq. The topics must be presented within the context of an educational program that addresses the perspective of the specific population(s) of athletes served (for example, young, senior, disabled, novice and skilled athletes).

b. In order to be covered by the provisions for civil immunity as prescribed by New Jersey P.L. 1988, c. 87 (N.J.S.A. 2A:62A 6 et seq.), the volunteer athletic coach, manager or official must attend a safety orientation and skills training programs of at least a three hour duration which meets the minimum standards set forth in this subchapter. The programs may be provided by local recreation departments, non profit organizations and national/state sports training organizations. The standards apply to all volunteer athletic programs in New Jersey regardless of population served.

c. Any organization providing a safety orientation and skills training program pursuant to these rules, shall issue a certificate of participation to each participant who successfully completes tire program.

##### 5:52-1.2 Medical, legal and first aid aspects of coaching

(a) Every volunteer coach/manager educational program shall include basic knowledge and skills in the recognition and prevention of athletic injuries and knowledge of first aid. To ensur the standards are achieved, the following topics shall be included:

1. Legal and ethical responsibilities of the coach;
2. Recognizing common sports injuries specific to the populations served by the sports programs;
3. Safety plans and procedures for injury prevention;
4. Safety issues specific to the population serviced;
5. Plans and procedures for emergencies; and
6. Care and treatment of injuries generally associated with athletic activities.

5:52-1.3 Training and conditioning of athletes (a) Every volunteer athletic coach/manager educational program shall include instruction in

procedures for training and physical conditioning for participation in athletic activities appropriate for the population served. To ensure the standards are achieved, the following topics shall be included:

1. General principles of fitness and conditioning; and
2. Safety issues specific to environmental conditions in sport (for example, age skill level, overtraining and staleness).

5:52-1.4 Psychological Aspects of Coaching (a) Every volunteer athletic coach/manager educational program shall stress the importance of fostering positive social and emotional environments for all sports' participants. To ensure the standards are achieved, the following topics shall be included:

1. Philosophy of coaching;
2. Psychological understanding of the individual athlete; and
3. Sportsmanship.

5:52-1.5 General coaching concepts (a) Every volunteer athletic coach/manager educational program shall include general concepts of teaching and coaching athletic activities. To ensure the standards are achieved, the following topics shall be included:

1. Goals and objectives appropriate for the population served;
2. Teaching and coaching methods;
3. Planning and managing practices and competitions;
4. Coaching fundamental sports skills; and 5. The importance of playing rules.

5:52-1.6 General officiating concepts (a) Every volunteer athletic officials educational program shall be designed to prepare the official to conduct a safely officiated, competitive experience based upon the rules of the game and the maturity level and proficiency of the athletes involved. To ensure the standards are achieved, the following topics shall be included:

1. Legal and ethical responsibilities of the official;
2. Safety issues under the control of the official;
3. Mechanics of officiating, and
4. Plans and procedures for medical emergencies.

\*\* 1. Under Reorganization Plan No. 002 1994, filed by Governor Whitman on November 21, 1994, the rulemaking authority of the Governor's Council on Physical Fitness and Sports has been transferred to the Commissioner of Community Affairs

## CONDUCT

### Code of Conduct

#### Preamble:

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

Monroe Township Parks and Recreation Department CODE OF CONDUCT

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.



9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

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

1. Verbal warning issued by a league, organization, or the Parks and Recreation Department.

2. Written warning issued by a league, organization, or the Parks and Recreation Department.

3. Suspension or immediate ejection from a youth sports event issued by a league, organization, or the Parks and Recreation Department.

4. Suspension from multiple youth sports events issued by a league, organization, or the Parks and Recreation Department.

5. Season suspension or multiple season suspension issued by a league, youth sports organization, or the Parks and Recreation Department.

Name

Signature

Date

Receipt

Handbook Acknowledgement Form

Monroe Township Parks and Recreation PARK USER HANDBOOK ACKNOWLEDGEMENT FORM

I hereby confirm the reading and full understanding of this document and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also insure that all individuals acting on behalf of the  
(Organization Name)

are aware of and are in full understanding and agreement with the terms and conditions of this document.

Signature:

Organization President

Date: