

Borough of Madison

Department of Recreation

Policies and Procedures Pertaining to Recreation Ordinance

**§ #-2. Recreation department rules and regulations.**

**Reasons for Discipline and/or Revocation of Field Use Permission**

- a. Damage to the facility or leaving the facility in a state of disorder or disrepair.**
- b. Inappropriate or unsportsmanlike conduct, specifically with regard to established Code of Conduct.**
- c. Discriminatory or unfair registration policies.**

**Forms and Paperwork**

- **It is mandatory that each program forward the following information to the Recreation Director in a timely fashion:**
  - **Background check information**
    - **Names of all coaches or persons with direct access to minors involved in the program that have used the Borough's preferred background check vendor so the Recreation Director can cross reference and verify background check and coach training.**
    - **If the program uses another approved screening vendor, then in addition to all names, the program will forward the results of all background checks.**
  - **Code of Conduct**
    - **Notice from the program stating that all participants and parents have received, signed and returned the appropriate code of conduct forms.**

**§ #-3. Organization of Sport Programs.**

- **Criteria for the Establishment of a Primary Organization**
- **a. The organization must have proof of 501c3 status and adequate insurance as dictated by the ordinance. Documentation must be submitted annually by January 1<sup>st</sup>.**
- **b. Each team within the organization must have at least 85% of its athletes from the towns of Madison and Harding. Teams with less than 85% can use available Madison fields only with approval of the Recreation Director.**
- **c. The organization must be for the benefit of sports and youth. The organization must not be a for-profit venture.**

**§ #-4. Facility Allocation, Use and Maintenance.**

- **Field Use Reservation Deadlines**

- The primary recognized youth organization must contact the Recreation Department in writing before their deadline with their space reservation request. At the discretion of the Recreation Director, additional information may be required including proof of organization non-profit status, insurance certificate, etc.
  - a. Spring sport deadline for space reservation
    - i. Primary youth sport organization: March 1st
    - ii. All other organizations (other youth sports, adult leagues, etc): March 15th
  - b. Summer sport deadlines for space reservation
    - i. Primary youth sport organization: June 1st
    - ii. All other organizations (other youth sports, adult leagues, etc): June 15th
  - c. Fall sport deadlines for space reservation
    - i. Recognized youth sport organization, August 1st
    - ii. All other organizations (other youth sports, adult leagues, etc): August 15th
  - d. Winter sport deadlines for space reservation
    - i. Primary youth sport organization, November 1st
    - ii. All other organizations (other youth sports, adult leagues, etc): November 15th
- **Field Use Reservation Policies and Procedures for Prospective Renters**
- The steps prospective renters must follow in order to reserve a borough-owned field are listed below.

***Step 1. Review the Borough of Madison's recreation ordinance and all policies on facility scheduling and use, as outlined in this policy manual.***

***Step 2. Review the different facilities on Rosenet and determine which you are interested in reserving.***

Rental rates are \$100/hour for MRC 1 Turf, \$125/hour for MRC 2 Turf, and \$50/hour for all grass fields.

***Step 3. Contact the director, Zach Ellis, via e-mail at [recreation@rosenet.org](mailto:recreation@rosenet.org) to verify availability and costs.***

***Step 4. Submit the following items to the Recreation Department at 50 Kings Road, Madison, NJ 07940.***

1. [Completed Facility Use Application](#)
2. Valid proof of adequate insurance.
3. Proof that all staff members who interact with children have passed a valid background check, if applicable.

4. Check made payable to "Borough of Madison" in the specified amount.
5. Check made payable to "Borough of Madison" with "Security Deposit" on the memo line in the amount of 15% of the rental cost. Check will be returned upon incident-free completion of the rental.

§ #5. **Mandatory criminal history record background checks.**

**Authorized Vendors**

1. **NYS&A is the preferred vendor of the Madison Recreation Department. Background checks can be secured through this vendor via ProtectYouthSports.com and Verity Screening Solutions. All costs will be borne by applicant.**
2. **Organizations applying for use of fields may use other background screening vendors, provided those vendors meet criteria dictated by state statutes and are approved by the Borough of Madison.**

§ #6. **Safety Regulations and Coach Training Policy.**

**A. Borough Lightning Policy**

**All coaches, parents, officials and spectators are encouraged to download the free WeatherBug Smartphone App which includes Spark Alert lightning detection. All games, practices or sports gatherings on Borough fields are to be immediately suspended if the WeatherBug Spark Alert detects lightning less than 6 miles from the field location. All players are to stay inside a fully enclosed building or vehicle until 30 minutes after the last lightning strike within a 6 mile range of the field.**

**If the WeatherBug Spark Alert detection or alternate lightning detection system is not available, then the Flash-to-Bang Method should be used. With the Flash-to-Bang Method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away, in miles, the lightning is occurring. If it reveals lightning to be within 6 miles (a 30 second count between the flash of lightning and the bang of thunder) activity is to be suspended and everyone should seek shelter immediately.**

**During a game situation the activity will resume once the coaches and officials have conferred and the above criteria have been met.**

## **B. Minimum Coach Training**

- **All primary organization coaches are required to complete the NYSCA Initial Training Online Clinic or an equivalent coach training program. The cost of the clinic is borne by the coach. Each primary organization is responsible for ensuring their coaches have completed the NYSCA Initial Training or an equivalent training program and must submit relevant documentation annually.**
- **All primary organization coaches are required to complete a brain injury prevention training program that has been approved by the Madison Recreation Department.**

## **§ #-7. Madison Recreation Department Code of Conduct.**

### **Recreation Department Codes of Conduct**

**The Borough of Madison adopts and applies the Coaches' Code of Ethics dictated by NYSCA. This code can be found at the link below:**

- **Coaches' Code of Ethics and Expected Behaviors**
- **[http://www.nays.org/Coaches/COE\\_with\\_Expected\\_Behaviors.pdf](http://www.nays.org/Coaches/COE_with_Expected_Behaviors.pdf)**

**The Borough of Madison adopts and applies the Parents' Code of Ethics dictated by PAYS.**

**This code can be found at the link below:**

- **Parents' Code of Ethics**
- **[http://www.nays.org/CMSContent/File/Code\\_of\\_Ethics\\_Parents.pdf](http://www.nays.org/CMSContent/File/Code_of_Ethics_Parents.pdf)**

**The Borough of Madison adopts and applies the Players' Code of Ethics dictated by NAYS.**

**This code can be found at the link below:**

- **Players' Code of Ethics**
- **[http://www.nays.org/CMSContent/File/Code\\_of\\_Ethics\\_Players.pdf](http://www.nays.org/CMSContent/File/Code_of_Ethics_Players.pdf)**