

THE BOROUGH OF
MADISON
NEW JERSEY

DEPARTMENT OF RECREATION

POLICIES AND PROCEDURES PERTAINING TO RECREATION ORDINANCE

§#-3. **Recreation department rules and regulations.**

Reasons for Discipline and/or Revocation of Field Use Permission

- Damage to the facility or leaving the facility in a state of disorder or disrepair.
- Inappropriate or unsportsmanlike conduct, specifically with regard to established codes of conduct.
- Discriminatory or unfair registration policies.
- Noncompliance with any departmental rules, codes, regulations, or requirements.

§#-4. **Organization of Sport Programs.**

Criteria for Establishment of a Primary Organization

- The organization must have proof of 501(c)3 status and adequate insurance as dictated by the ordinance.
- 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.
- The organization must be for the benefit of sports and youth. The organization must not be a for-profit venture.
- All volunteer coaches within the organization must submit to an approved criminal background check.
- All volunteer coaches within the organization must complete approved child safety training and brain injury prevention and awareness training.

§#-5. **Facility Allocation, Use and Maintenance.**

Definition of Seasons

- The spring/summer season is defined as the last Monday in February through the first Sunday in August.
- The fall season is defined as the first Monday in August through the Sunday following Thanksgiving.
- The winter season is defined as the Monday following Thanksgiving through the last Sunday in February.

Field Use Reservation Deadlines

- Primary organizations must submit their requests for the spring/summer season each year prior to January 1st.
- Any spring/summer facility time not required by the primary organizations will be made available for rent by other organizations after February 1st each year.
- Primary organizations must submit their requests for the fall season each year prior to June 1st.
- Any fall facility time not required by the primary organizations will be made available for rent by other organizations after July 1st each year.
- Primary organizations must submit their requests for the winter season each year by September 1st.
- Any winter facility time not required by the primary organizations will be made available for rent by other organizations after October 1st each year.

Field Application Process for Primary Organizations

- The primary recognized youth organization must contact the recreation department in writing with their facility reservation request prior to the previously listed deadlines.
- Primary recognized youth organizations must be prepared to produce documentation regarding their non-profit status, certificate of insurance, and adherence to other requirements of primary organizations.

Field Rental Process for Secondary Organizations

1. Review the Borough of Madison recreation ordinance and all policies on facility scheduling and use, as outlined in this policy manual.
2. Review the different facilities on Rosenet and determine which you are interested in reserving. Rental rates are listed on the Field Reservation page on Rosenet.
3. Contact the director via e-mail at recreation@rosenet.org to verify availability and costs.

4. Submit the following items to the recreation department:
 - a. Completed facility use application.
 - b. Valid proof of adequate insurance that complies with Borough of Madison standards.
 - c. Check made payable to Borough of Madison in the amount of rental fees due.
 - d. Check made payable to Borough of Madison for the purposes of a security deposit (30% of rental fees due). Check will be returned upon incident-free completion of rental.
 - e. Additional documents and information requested by the recreation department (e.g. program-specific waivers or attestations)

§#-6. **Mandatory criminal history record background checks.**

Authorized Vendors

- Verity/ProtectYouthSports 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 the applicant.
- Organizations applying for use of facilities may use other background screening vendors, provided those vendors meet criteria dictated by state statutes and are approved by the Borough of Madison.

§#-7. **Safety Regulations and Coach Training Policy**

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.

Heat Policy

- Should the relevant office of the National Weather Service issue a Heat Advisory, all athletic fields will be closed from noon until 5:30 p.m., automatically rendering any and all use during that timeframe unauthorized by the Borough.

Minimum Coach Training

- All youth sports coaches are required to complete the NYSCA Initial Training Online Clinic or an equivalent coach training program covering conduct and child safety. Each organization must certify that all of their coaches have completed the required training as part of the facility application process.
- All youth sports coaches are required to complete a brain injury prevention and awareness training program. Each organization must certify that all of their coaches have completed the required training as part of the facility application process.

§#-8. Madison Recreation Department Code of Conduct

Coaches Code of Conduct

- The Borough of Madison adopts and applies the Coaches' Code of Ethics dictated by NAYS.

Parents Code of Conduct

- The Borough of Madison adopts and applies the Parents' Code of Ethics dictated by NAYS.

Players Code of Conduct

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

ADDENDUM (RELEVANT LINKS AND DOCUMENTS)

- [**Borough of Madison Recreation Ordinance**](#)
- [**NAYS Coaches' Code of Ethics**](#)
- [**NAYS Parents' Code of Ethics**](#)
- [**NAYS Players' Code of Ethics**](#)
- [**Rosenet - Field Reservation**](#)
- [**Rosenet - Background Checks & Safety Training Portal**](#)