

West Orange Recreation Department

Participation Manual



LOCATION

Kennedy Fieldhouse, Colgate Park
60 ½ Cherry Street
West Orange, New Jersey 07052

MAILING ADDRESS

66 Main Street
West Orange, NJ 07052

CONTACT INFORMATION

Main Office: (973) 325-4150
Fax: (973) 325-0621
Weather Hotline: (973) 325-1115
Email: recreation@westorange.org
Website: www.westorange.org

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West Orange Recreation Department

General Overview

GOVERNMENTAL MANDATE

The West Orange Recreation Department is a branch of the Township of West Orange. It operates under the General Ordinances of the Township of West Orange. Ordinances specific to the operation of the Recreation Department can be found in Chapter II "Administration" Section 2-17. Municipal Ordinances are on file in the Township Clerk's office at Town Hall, 66 Main Street. They can also be accessed online at www.westorange.org.

SERVICES

The Recreation Department provides year round programming for the residents of West Orange. These programs are provided for pre-school aged children, the general population, individuals with special needs and senior citizens.

INTER GOVERNMENTAL COOPERATION

The Recreation Department cooperates with all other municipal departments. A close bond with the Township's Department of Public Works is integral to insure the preparation, maintenance and repair of indoor and outdoor Rec facilities. The Rec Department works closely with the West Orange Board of Education in a number of areas including but not limited to the following: 1) sharing of facilities 2) maintenance and improvement of facilities and 3) dissemination of program information. The Rec Department also forwards to the Board of Education information regarding the possible non resident status of participant's in Rec programs.

INTER AGENCY COOPERATION

The Recreation Department works cooperatively with a number of West Orange based non-profit organizations to provide additional programs and services to the community. The Rec Dept. insures that the organizations do not duplicate services or compete with one another. Similarly, the Rec Dept insures that each organization is protected from unwarranted competition.

PARK AND PLAYGROUND RULES. REGULATIONS AND ORDINANCES

<u>Prohibition/Limitation</u>	<u>Municipal Ordinance Number</u>
Golfing Prohibited.....	1521-98
Vandalism Prohibited.....	4-3.1-3.6
Abusive Language Prohibited.....	4-12.3
Alcoholic Beverages Prohibited.....	4-8.1
No Smoking or Tobacco Products.....	1771-01
Excessive Noise Prohibited.....	4-4.1
Dogs Must Be Leashed.....	10-8.6, 10-8.8
Clean Up After Dogs.....	10.8.11
Lewd Behavior Prohibited.....	4-17.1, 4-17.3
No Littering or Dumping.....	4-1.2
Fires & Barbecues Prohibited.....	2-17.5
Post No Bills.....	2-17.5
Parks Closed 10:00 PM to Dawn.....	2-17.6
Kiddie Parks	
Closed at 8:00 PM.....	2-17.6
Limited to Ages 12 & Under.....	2-17.6

The following guidelines and policies are enacted through Municipal Ordinance 2-17.5

A permit is required for organized group activities, practices and/or games.

Scholastic games and practices have priority on all Township facilities.

Private businesses are prohibited from usage of any and all Municipal Recreation Department facilities without written permission from the Recreation Dept.

Prohibition includes but is not limited to private training and instructional lessons.

The distribution of any and all political materials is prohibited from all Recreation Department facilities, programs and special events.

Motor vehicles are prohibited from all paths. Pedestrians have the right of way.

Rollerblades, skateboards, bikes, etc. are prohibited from all hard court surfaces including but not limited to basketball courts, handball courts and tennis courts.

Hard sole shoes are prohibited from all hard court surfaces.

including but not limited to basketball courts, handball courts and tennis courts.

A one hour time limit shall be in effect on tennis courts when players are waiting.

PROGRAM ADVERTISING

Programs sponsored by the West Orange Recreation department are typically advertised through the following media.

1. Local Access TV: Channel 36 (Comcast) / Channel 45 (Fios)
2. The West Orange Chronicle
3. The West Orange Outlook
4. Township of West Orange Website: www.westorange.org
5. Rec Dept. Monthly Electronic Newsletter
6. Twitter
7. Facebook

DISTRIBUTION OF REGISTRATION FORMS

Registration forms are available through the following venues.

1. Township of West orange Website: www.westorange.org
2. In the West Orange Schools (when applicable)
3. Rec Dept Office, Colgate Park, 60 ½ Cherry St.
4. Selected programs utilize direct emailing.
5. Summer Registration Day – Held in May, this event provides arena style registration for a wide range of summer recreation programs.

REGISTRATION POLICIES

The West Orange Recreation Department requires the following documents each time to complete registration for a program.

1. Parent/legal guardian's driver's license or valid NJ Division of Motor Vehicles ID with a West Orange address. **OR** A valid WO Rec Dept. issued ID card. (Rationale: Verifies family resides in West Orange)
2. Child's birth certificate. (Rationale: Legally connects the child to the the resident parent/legal guardian)
3. Child's most recent report card (Rationale: Confirms that the child is domiciled with the parent/legal guardian)

Confidentiality Statement – Registration: Sensitive information contained on registration forms, discussed in parental conferences or provided as additional written documentation is held in strict confidence.

PAYMENT/REFUND PROCEDURES

Payment is accepted in the following forms:

1. Personal Check
2. Money Order
3. Cash

** Personal checks returned for insufficient funds carry a mandatory twenty five dollar (\$25.) fee. Additionally, all monies due shall be required in the form of cash or money order. Refunds are primarily limited to residents experiencing a medical problem making their participation in the program implausible. When granted, most refunds are prorated.*

WEST ORANGE RECREATION DEPARTMENT ID CARD

Function/Term/Fee of ID Card

- 1) FUNCTION: The West Orange photo ID card will allow the bearer to proceed with registrations for WO Rec sponsored programs when an adult applicant cannot produce a New Jersey Motor Vehicle photo ID
- 2) TERM: The WO Rec ID card shall be valid from date of issuance until December 31st of the following year. At that time the card will expire and the applicant will need to re-apply.
- 3) FEE: \$20 non refundable application fee.

Application Procedure

Step One: Secure an ID Application from the Rec Dept.

Step Two: Complete the Adult Identification Card Application.

Step Three: Secure the required Proof of Identity. If unsuccessful complete the parent/Guardian Identity Affidavit – Be sure to have it notarized.

Step Four: Secure the required Proofs of Residency.

Step Five: Call the Recreation Department at 973-325-4150 or Email the staff at recreation@westorange.org and request an ID card Appointment.

Step Six: Bring all required forms and documents to the appointment along with \$20. in cash, money order or check payable to WO Rec. Application fee is non-refundable.

Step Seven: ID photo will be taken upon arrival. Appointment will be conducted. If approved, ID card will be mailed to the home address within five (5) business days. If denied, written notification will be mailed to the home address within five (5) working days.

WEST ORANGE RECREATION DEPARTMENT ADULT IDENTIFICATION CARD APPLICATION

A WO Rec ID card can be used to register for WO Rec Dept. programs when a resident adult cannot produce one of the following:

- A) Valid New Jersey Division of Motor Vehicle driver's license
with a West Orange address **OR**
- B) Valid New Jersey Division of Motor Vehicle non driver ID
with a West Orange address

1. Name of Adult Applicant: _____

Street Address **Apt # or Floor**

2. Other residents in the household:

Name	Age	Relationship to Applicant	Name of Last School Attended

I. Proof of Identity (Must Show One)

- _____ A) Adult Applicant's Birth Certificate
- _____ B) US Passport, current or expired less than 3 years
- _____ C) Foreign Passport, current or expired less than 3 years
- _____ D) Current Photo driver's license form one of the United States
- _____ E) Notarized Parent/Guardian Identity Affidavit (**Appendix A**)

II. Proof of Residency

All proofs must list name of applicant and show West Orange Address

ALL APPLICANTS (Must Show Two)

Current (within the last four months) public utility bills (e.g. ,NJ American Water, cable TV, Satellite TV, Internet provider, home telephone, cell phone or PSE&G) with applicant's name and a West Orange Address.

HOMEOWNERS (Must Show Two)

___ A) Deed

___ B) Municipal Tax Bill

___ C) Mortgage Statement

RENTERS (Must Show Both)

___ A) Current Lease or Rent Receipt

___ B) Notarized Statement of Landlord (**Appendix B**)

CONSENT/WAIVER

I, as undersigned, attest to the validity of all information provided on this document and all supporting documents. Further I understand that the Recreation Department shall have the right to investigate all provided information. Further, I understand the Recreation Department shall have the right to report potential in discrepancies to the West Orange Police Department and to the West Orange Board of Education.

X _____ Date: ___/___/___

Applicant Signature

-----**For office use only**-----

ID CARD APPLICATION STATUS

_____ **APPROVED** _____ **DENIED**

_____ **FURTHER REVIEW REQUIRED**

\$20. NON-REFUNDABLE APPLICATION FEE

___ **Cash** _____ **Money Order** _____ **Check #**

INFORMATION REVIEWED BY: _____ /___/___

Rec Staff.....

****Be sure to attach copies of all submitted documents****

****Be sure to attach a copy of the ID card once issued*****

****Be sure to sign your name and date the form****

****Be sure to collect non refundable application fee of \$20.**

WEST ORANGE RECREATION DEPARTMENT

Adult Code of Conduct

The following model code of conduct is promulgated in accordance with the provisions of P.L. 2002, Chapter 74, State of New Jersey

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating, or participating in any youth sporting 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, alcohol, or tobacco products 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, alcohol, or tobacco products 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 coaches, parents, players, participants, officials or any other attendee with respect regardless of race, creed, color, ethnicity, national origin, gender, sexual orientation, or ability.
10. I will encourage my child to treat coaches, parents, players, participants, officials or any other attendee with respect regardless of race, creed, color, ethnicity, national origin, gender, 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.

STATEMENT OF CONSENT – ADULT CODE OF CONDUCT

I hereby acknowledge this code of conduct and pledge my commitment to its principles. I understand that my behavior should be an example for our youth to follow.

I also understand that I am subject to criminal prosecution (where applicable) and disciplinary action by the Recreation Department for any violation of these principles.

Disciplinary action includes, but is not limited to:

1. Verbal warning
2. Immediate ejection from a youth sporting event
3. Written warning
4. Suspension from a youth sports event
5. Suspension from multiple youth sports events that may cross over into additional Recreation Department Programs.
6. Season suspension or multiple season suspensions that may cross over into additional Recreation Department Programs
7. Permanent disbarment from recreation programs

SIGNATURE: **X** _____

DATE: ____/____/____

NAME: (Please Print): _____

Township of West Orange

RECREATION APPEALS BOARD

Overview

The Recreation Appeals Board is an ad hoc committee that arbitrates disputes Between a resident adult and the Recreation Department or one of its Cooperative Programs. (WO Police Athletic League, WO Mountain Top League, WO Basketball Club)

Board Make-Up (9)

1. Chairman – Director of Recreation or his designee
2. Police Athletic League Rep – Appointed by PAL Director
3. Mountain Top League Rep – Appointed by MTL President
4. Basketball Club Rep – Appointee by WOBC Director
5. West Orange High School Athletics Rep – Appointed by WOHS Director of Athletics
- 6 & 7. Two appointments by the Mayor
- 8 & 9. Two appointments by the Township Council

Appeal Criteria

1. Applicant must be a West Orange resident eighteen (18) years of age or older.
2. Appeals are only heard on controversies with the Recreation Department or one of its Cooperative Programs. (PAL, MTL, WOBC)
3. Applicant must exhaust all internal appeals with the organization in question prior to submission of the appeal.

Appeal Process

1. Applicant appeals in writing using the attached Appeal Form.
2. Attach any additional documentation deemed pertinent.
3. Rec Director will evaluate and validate the appeal and notify applicant in writing within five (5) working days. Included will be the date and time of the appeal meeting.
4. Rec Director will notify Cooperative Programs who in turn will choose designee. Prior to the meeting, the identity of designees will remain anonymous to all parties.

Appeal Meeting

1. Applicant can bring one (1) adult with them to the meeting.
2. Applicant will state their case and a discussion will follow. Applicant will then be asked to depart.
3. Board will confer and reach majority decision.
4. Applicant will be notified of decision within five (5) working days.

**Township of West Orange
RECREATION APPEAL BOARD FORM**

Forward to:

Recreation Appeals Board, c/o West Orange Rec Dept., 66 Main St., West Orange, NJ 07052

Applicants Name: _____

Address: _____

Best Phone: _____ Best Email: _____

Dispute is with the following agency (V) check one:

___ Rec Dept ___ PAL ___ MTL ___ WOBC

Name specific program (i.e. – in house softball, cheerleading, etc): _____

Did dispute occur with a specific individual? ___ yes ___ no

If yes, supply info: Name: _____ Position: _____

Witnesses: Please provide info of anyone with information pertinent to the dispute.

Please keep in mind that only one individual may attend the meeting with you.

1) Name: _____ Position: _____

Best Phone: _____ Best Email: _____

Extent of Involvement: _____

Will this individual be attending the meeting with you? ___yes ___no.

2) Name: _____ Position: _____

Best Phone: _____ Best Email: _____

Extent of Involvement: _____

Will this individual be attending the meeting with you? ___yes ___no

3) Name: _____ Position: _____

Best Phone: _____ Best Email: _____

Extent of Involvement: _____

Will this individual be attending the meeting with you? ___yes ___no

Narrative: Explain the nature of the dispute. (attach more info is necessary) _____

The undersigned attests to the validity of all information provided on this form and on any and all attached statements, documentation, etc.

X _____

Date: ___/___/___

TOWNSHIP OF WEST ORANGE

ADULT VOLUNTEER APPLICATION

Recreation Department & Cooperative Programs (PAL, MTL, WOBC)

MANDATORY AS OF JANUARY 1, 2010

Application Note: A copy of a valid Government Issue identification must be attached to this application.

APPLICATION INFORMATION

I am applying to (check **V** all that apply)

Recreation Department Police Athletic League WO Basketball Club
 Mountaintop League Other: _____

Specific Sport/Program: _____ Position: _____ Date: ___/___/___

Do you have children participating in the program for which you are applying?

Yes No If yes list names and ages.

PERSONAL BACKGROUND INFORMATION

Name: _____ Date of Birth: ___/___/___

Street Address: _____

City: _____ State: _____ Zip: _____

Home Ph.: _____ Cell/Work Ph.: _____ Email: _____

Occupation: _____ Employer: _____

Employer's Address: _____

Employer's Phone Number: _____

Do you have a valid driver's license? Yes No

DL # _____ State: _____

List any and all related certifications? (CPR, EMT, First Aid, etc.) _____

Special training, skills, hobbies: _____

CRIMINAL HISTORY

Have you ever been convicted of or plead guilty to any crime(s)? Yes No

If yes, describe in full. Be sure to include jurisdiction & court. _____

REFERENCES

Please list three (3) references, at least one of which has knowledge of your prior participation as a volunteer in a youth program:

Name

Address

Phone

PRIOR VOLUNTEER EXPERIENCE

Previous Volunteer Experience (Include year(s) & agency/agencies)

Have you ever been refused participation in any youth programs? Yes No
If yes, describe in full. Be sure to include agency and municipality.

Have you ever been placed on probation, suspended or removed from any youth programs?
 Yes No
If yes, describe in full. Be sure to include agency and municipality.

Are you certified through the Rutgers Youth Sports Research Council?
 Yes No (**REQUIRED FOR REC DEPARTMENT PROGRAMS**)

CONSENT/WAIVER

As a condition of volunteering, I give permission for the West Orange Recreation Department and/or one of their cooperative programs to conduct a background check on me, which may include a review of sex offender registries, child abuse records, criminal history records as well as prior involvement with youth or related programs. I understand that, regardless of previous appointments, the West Orange Recreation Department and/or one of its cooperative programs is not obligated to appoint me to a volunteer position. I understand that, if appointed, my position is conditional upon the Recreation Department receiving no disqualifying information on my background check. I hereby release and agree to hold harmless from liability the West Orange Recreation Department and its cooperative programs, the West Orange Board of Education, the Township of West Orange, their organizers, servants, officers, volunteers, affiliates and employees thereof, or any person or organization that may provide such information. If appointed, I understand that prior to the expiration of my term; I am subject to suspension or removal by the West Orange Recreation Department or its cooperative programs for violation of the agencies' policies or principles. I understand that I have a right to appeal to the Recreation Appeal Board my rejection, warning, ejection or suspension. It is further understood that any and all disciplinary actions taken by the Recreation Department and/or its cooperative programs shall remain in effect until such time it is modified by the Appeal Board.

SIGNATURE: _____ DATE: ____/____/____

NAME: (Please Print): _____

NOTE: The West Orange Rec. Dept. and their Co-Operative Programs will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

-----**for office use only**-----

Background Check Completed By: _____ Date: ____/____/____

Application Determination: Approved Denied

If denied provide explanation: _____

Reviewed By: _____ Date: ____/____/____

Official Position: _____

THE WEST ORANGE RECREATION DEPARTMENT
The Rutgers SAFETY Coaches Clinic
RUTGERS – YOUTH SPORTS RESEARCH COUNCIL

Background: On May 12, 1986, New Jersey became the first state in the nation to pass legislation that protects volunteer athletic coaches, managers, and officials from lawsuits. Commonly referred to as the "Little League Law" (NJSA 2A: 62A-6 et. seq.), this legislation extends partial civil immunity to volunteers who have attended a "safety orientation and training skills program. Since 1986, the Rutgers Youth Sports Research Council, in cooperation with the New Jersey Recreation and Park Association (NJRPA) has trained more than 140,000 volunteer coaches in New Jersey.

Objectives: In accordance with the stipulations in the Little League Law, the Rutgers Safety Clinic

1. Helps coaches minimize the risk of player injury
2. Provides information about the fundamental coaching concepts which enhance volunteer coaches' effectiveness
3. Protects volunteer coaches from civil lawsuits

Topics: The core curriculum for the Rutgers S.A.F.E.T.Y. Clinic is based upon the Minimum Standards for Volunteer Coaches' Safety Orientation and Training Skills Programs (N.J.A.C. 5:52). In addition, clinics held in West Orange include topics specific to West Orange coaches.

The core topics include the following:

1. Legal Aspects of Coaching
2. Psychological Aspects of Coaching
3. General Coaching Concepts
4. Training and Conditioning Athletes
5. Medical/First Aid Aspects of Coaching

Additional West Orange topics include, but not are limited to:

1. The Permit Process
2. Parent Friendly Scheduling
3. Care & Maintenance of Outdoor Facilities

Conclusion: Coaches are only required to take this course once and upon completion are afforded all the protections afforded by the Little League Law. This class will effectively demonstrate the strategies and techniques for effective scheduling, proper field care, legal compliance, psychological sensitivities and first aid aspects of being a volunteer coach. Each attendee will receive an identification card upon course completion.

Attendance: West Orange residents interested in attending the S.A.F.E.T.Y Clinic should contact the Recreation Department via email at recreation@westorange.org. Please provide name and best phone number.

OVERVIEW OF THE WEST ORANGE PERMIT PROCESS

Contact Information

West Orange Recreation Department	973-325-4150
West Orange Board of Education Building & Grounds Department	973-669-5400 X-20581

Summary Statement

Shared Responsibility: The West Orange Recreation Department and the West Orange Board of Education both issue permits for use of their facilities. Each organization has its own guidelines and policies.

Reciprocity: The West Orange Board of Education and the West Orange Recreation Department share facilities. We are the primary tenant for each other and thereby, receive first preference.

Scholastic Use

Public Schools: West Orange Public Schools have first priority of all public facilities. The schedules are coordinated between the Board of Education and Recreation Department through internal calendars and schedules exchanged by the two entities.

Private Schools/Area Colleges: Private schools based in West Orange shall have second priority on public facilities during the afternoon hours in which scholastic sports are traditionally held.

At all other times, private schools and area colleges may request the usage of public facilities based on availability. They are in turn required to offer reciprocal use of their facilities and/or complimentary services. These permits are requested and maintained through the Recreation Department. Permits are generally restricted to time slots that would under normal circumstances go unused. A certificate of insurance is required.

Cooperative Programs

The West Orange Recreation Department has a cooperative relationship with selected organizations. Currently, this list includes the West Orange Police Athletic League, the West Orange Mountain Top League and the West Orange Basketball Club. The Recreation Department provides additional services that may include technical assistance, logistics, marketing and funding. Each organization is required to submit a "Cooperative Program Annual Summary" to the Recreation Department to ensure compliance with prevailing policies.

The West Orange Recreation Department acts as a clearinghouse for all requests for use of public facilities on behalf of all cooperating agencies. Those agencies submit their requests to the Recreation Department who will issue permits based upon availability in consultation with the Board of Education. A certificate of insurance is required from cooperative programs.

***IMPORTANT NOTE TO COACHES AND MANAGERS:** Permits issued to Cooperative Programs are site and time specific. Their use of public facilities is limited to those sites and times only. Teams that "shape up" at facilities outside their approved locations do so at great personal risk to the coaches and or managers of said team. Case law has deemed that in those situations; liability for all injuries, incidents, etc. lies directly with the coaches and or manager. The Township, the Board of Educations and the affected Cooperative Program are absolved from all responsibility.*

West Orange Clubs, Organizations and Residents

The West Orange Recreation Department assists local clubs, organizations and residents to secure the use of public facilities for recreation purposes. The uses are generally short term in nature and in most cases limited to one day requests.

An application is required and if the application is approved, a permit will be issued. If the permit necessitates a rental or staff being assigned to event, fees will be charged to cover those expenses. A certificate of insurance may be required.

For permit requests involving league games and/or other organized team activities, the applicant must be a West Orange resident and the team must consist of a minimum of 90 percent West Orange residents. A certificate of insurance will be required.

Permits are generally restricted to time slots that would under normal circumstances go unused.

Businesses/Outside Organizations

The West Orange Recreation Department currently has no fee structure for rental of public facilities. Therefore, the Recreation Department cannot accommodate request for the use of Township and/or Board of Education properties for the use of businesses and/or outside organizations.

PERMIT GUIDELINES FOR THE USE OF PUBLIC RECREATION FACILITIES

1. Permission for the use of public recreation facilities must be obtained from the Recreation Department, which reserves the right to request information that may be reasonably required in considering the application.
2. The person or persons to whom any permit is issued under these rules and regulations and ordinances of the Township of West Orange shall be liable for all losses, damages, and injuries sustained by any persons to whom such permit shall be issued, of their agents, employees, contractors, guests and invitee whether expressed, presumed or implied by law.
3. Inclement weather can cancel any and all permitted use. Daily updates are available via weather hotline at 973-243-1115. Use of cancelled permits can result in forfeiture of eligibility for future permits.
4. No person shall alter, damage or deface any public property in any park or public facility. Field maintenance and preparation is under the sole jurisdiction of the Township of West Orange. Permitted individuals/groups may be billed for restoration work caused by unauthorized work by permit holder.
5. No person shall bring, sell, buy, expose for sale, use or give away any alcoholic beverage in any park or public facility.
6. Smoking, fires, open burning and barbeques are prohibited.
7. No person shall expose or offer for sale any food, products, articles or things, nor shall the permit holder station or place any stand, cart, or vehicle for transportation, sale of any food, products, articles or things, except such persons as may be duly licensed by the Township of West Orange for sale of such commodities in public parks or public facilities.
8. The use of parks for private or commercial enterprise is expressly prohibited.
9. Littering is illegal. Permitted areas should be left the way they were found.
10. Parks are open to the public from sunrise to 10 pm each day, unless other specific hours of opening and closing are posted.
11. No person shall interfere with or fail to obey any police officer and/or Recreation Department personnel in the proper performance of their duties in any facility.
12. No person shall park any vehicle in other than established or designated parking area.
13. Permits issued for use of a public recreation facility must be presented to any resident or Township employee upon request.
14. Team roster and game schedule may be required.
15. All violations of law are subject to criminal, civil and administrative prosecution.
16. The distribution of any and all political materials is prohibited from any and all Recreation Department facilities, programs and special events.

TOWNSHIP OF WEST ORANGE
APPLICATION FOR USE OF PARK FACILITIES

Instructions

1. Applicant must be a West Orange resident and must fill out application completely.
2. Any teams participating in league play and/or practice must consist of 90 percent West Orange residents.
3. If permit is for league play/practice, please attach a game schedule and roster with names and address of players.
4. If permit is to be used for league practice and/or game play, please attach a certificate of insurance naming the Township of West Orange as certificate holder and additional insured. The combined single limit liability should be no less than \$1,000,000. In addition, a hold harmless agreement in favor of the Township of West Orange should be noted on the certificate as **“HOLD HARMLESS/INDEMNIFICATION CLAUSE: The insured will protect, defend, indemnify and hold harmless the professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or completed operation provided that any such claims, damages, loss of use resulting there from and is caused in whole or part by any negligent or willful act or omission of the insured.**
5. Attach a copy of the applicant’s current driver’s license with valid West Orange address
6. For special requests, carefully read the Park Rules and Regulations.
7. Return completed application to West Orange Recreation Department, Park Permits, 66 Main Street, West Orange, NJ 07052
8. Please allow approximately five (5) business days for approval or denial of request.

Name of Applicant: _____

Above Applicant’s Organizational Title (If Applicable): _____

Name of Organization/League (If Applicable): _____

Mailing Address: _____

E-Mail: _____

Phone Number: _____ Cell Phone: _____

Facility Requested: _____

Date(s) Requested: _____ Start & End Time: _____ - _____

Alternate Date(s) Requested: _____ Start & End Time: _____ - _____

Type of Event: _____ Estimated Attendance/Participants: _____

I have read the rules and regulations of the Department of Recreation governing the use of West Orange Recreation Department facilities. I hereby agree to abide by and enforce them. I further agree that myself and my organization will be responsible for any damages arising from the use of these facilities if found to be the ones causing the damage.

Signature: **X** _____

Date: ____/____/____

Sample Insurance Certificate
(for permit purposes)

CERTIFICATE OF LIABILITY INSURANCE

Producer Acme Insurance 1 Main Street Wile, AZ	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW <hr/> COMPANIES AFFORDING COVERAGE
Insured John Jones 1 Elm Street Anvil, AZ	COMPANY A COMPANY B COMPANY C COMPANY D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
	GENERAL LIABILITY		03/08/2002	03/08/2003	GENERAL AGGREGATE \$3,000,000
A	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$1,000,000
	CLAIMS MADE OCCUR				PERSONAL & ADV INJURY \$1,000,000
	OWNER'S & CONTRACTOR'S PROT.				EACH OCCURANCE \$1,000,000
					FIRE DAMAGE (ANY ONE FIRE) \$100,000
					MED EXP (ANY ONE PERSON) \$5,000
	AUTOMOTIVE LIABILITY				
A	ANY AUTO		03/08/2002	03/08/2003	COMBINED SINGLE LIMIT \$1,000,000
	ALL OWNED AUTOS				BODILY INJURY(PER PERSON) \$
	SCHEDULED AUTOS				BODILY INJURY(PER ACCIDENT) \$
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	ANY AUTO				OTHER THAN AUTO ONLY
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURANCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND				WC STATUTORY LIMITS/OTHER
	EMPLOYERS' LIABILITY				EL EACH ACCIDENT \$
	THE PROPRIETOR/PARTNERS				EL DISEASE-POLICY LIMIT \$
	EXECUTIVE OFFICERS INCL				EL DISEASE EA EMPLOYEE \$
	ARE: EXCL				
	OTHER				
A	ACCIDENT INSURANCE		03/08/2002	03/08/2003	MEDICAL \$100,000
	FULL EXCESS				DED \$500

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Certificate holder is included as an additional insured with respect to liability arising out of the insured's use of Athletic facilities. Coverage is provided for all REGISTERED TEAMS of John Jones, Inc. while participating in sponsored and supervised activities of the Jones Sports, Inc. Youth Baseball League.

CERTIFICATE HOLDER	CANCELLATION
Township of West Orange	Should any of the above described policies be cancelled
66 Main Street	Before the expiration date, the issuing company will mail
West Orange, NJ 07052	10 days written notice

Co-Operative Program Annual Summary

Year: _____

ANNUAL SUBMISSION DEADLINE 2/28

Name of Organization: _____

501(c)3 Registration Number: _____

Insurance Carrier: _____ Policy Number: _____

CONTACT INFORMATION

Contact Person: _____ Organizational Title: _____

Home Address: _____

Email Address: _____

Home Phone: _____ Work/Cell Phone: _____

REAL ASSETS

(Properties Owned By The Organization)

Address

Block & Lot Number

<u>Address</u>	<u>Block & Lot Number</u>

CASH ON HAND

Funds in Checking and or Savings Accounts: _____

Instruments & Securities (CD's, Stocks, Bonds, etc.) _____

REQUIRED REGISTRATION VERIFICATION MATERIALS

Check If Required By Your Organization **(#s 1, 2 & 3 Required by West Orange Rec Dept.)**

_____ 1. Parent/Legal Guardian Driver's License or NJDMV ID Card with a WO Address.

_____ 2. Child's Birth Certificate

_____ 3. Child's Most Recent Report Card

_____ 4. Other (Please Explain) _____

PROGRAMS

<u>Program Name</u>	<u>Season</u>	<u>Number of Participants</u>	<u>Grade Range</u>	<u>Registration Fee</u>

TOTAL NUMBER OF PARTICIPANTS: _____

RESIDENCY POLICY

Please detail your organizations policy regarding residency and the inclusion/exclusion of non-residents. _____

TOTAL NUMBER OF NON-RESIDENT PARTICIPANTS IN THE PREVIOUS YEAR: _____

Must meet the minimum standard of 90% WO residents

STATEMENT OF ACCURACY

I attest that the information provided on this form has been thoroughly researched and is to my best knowledge complete and accurate.

Individual Completing This Form: _____

Organizational Title: _____

Home Address: _____

Email Address: _____

Home Phone: _____ Work/Cell Phone: _____

Signature: **X** _____ Date: ____/____/____

-----**for office use only**-----

Date Received: ____/____/____ Reviewed By: _____

NOTES: _____

PROGRAM GUIDELINES

- 1. What organizations are required to complete the annual summary?**
West Orange based non-profit organizations that provide recreational programs to the community and wish to work cooperatively with the Recreation Department.
- 2. What are the benefits of filing the report?**
The Recreation Department analyzes the information on the form as criteria for financial assistance and/or complimentary use of public facilities. In certain instances, the Recreation Department also provides technical assistance in the areas of marketing, scheduling, etc.
- 3. Does our organization have to be non-profit to qualify?**
Yes and the organization needs to be officially registered as a 501(c) 3
- 4. What is the deadline?**
The report needs to be received by the Recreation Department no later than January 31st of the prevailing year. The report must have information from the previous calendar year.
- 5. If we are a new organization in town can we file at other times during the year?**
Absolutely; the completed summary will be reviewed on a timely basis and the organization will be informed as to their eligibility for services.
- 6. If we are not eligible does that mean we cannot use public facilities?**
Not necessarily. You would not be eligible to use Township facilities; however, you may still be able to use public school facilities. Call the Board of Education's Building & Grounds Dept. at 973-669-5400 X-218.

COMPLETING THE FORM

- 1. Who should complete the form?**
The organization's President and/or Chief Operating Officer
- 2. Is the person listed as the contact person required to complete the form?**
No. The decision is yours to make.
- 3. Why do we need to list our properties?**
If your organization receives services from the Recreation Department you should be prepared to share your facilities with the Recreation Department for community use.
- 4. Why do we need to list our available monies?**
The Recreation Department needs to have a clear picture of your organization's finances. Often the Recreation Department enters into partnerships with non-profit organizations to co-sponsor programs, improve facilities, purchase equipment, etc.
- 5. Can you show me a sample of how the PROGRAMS section should be completed?**

<u>Name of Program</u>	<u>Season</u>	<u>Participants</u>	<u>Grade Range</u>	<u>Reg. Fee</u>
Cheerleading	Fall	52	3-8	\$45
- 6. Why do you need to know the total number of non-residents in our program?**
This is a major criterion for eligibility to receive Recreation Department services. The main focus of your organization's efforts must be West Orange residents.
- 7. Should our organization be asking for the same registration materials listed?**
Yes; it is recommended for the sake of consistency.
- 8. What should we do if we think someone is submitting false information?**
- 9. Contact the Board of Education at 973-669-5400 X-225. All calls are confidential. The BOE will investigate if the child is illegally in our public schools.**

WEST ORANGE REC DEPT. TRAVEL TEAM GUIDELINES

Coaching Assignments: All head coaches are assigned directly by the Rec staff. Head coaches can add assistants to their staff with the approval of the Rec staff. All coaches are required to complete the Volunteer Application and to be certified by the Rutgers Youth Sports Council.

Tryouts: All teams hold tryouts and all interested players are required to attend. Past participation does not guarantee a spot on the team. If a player has a bona fide conflict with the tryout dates they must contact the Rec staff **prior** to the tryouts.

Team Selection: Players will be chosen based on the results of the tryout.

Player Placement: All Rec sponsored teams are based on the player's grade in school and chosen players will be placed on their appropriate grade level team. Exceptions will be considered on a case by case basis. "Playing up" will be not considered unless the receiving team is in need of players and the sending team will not be adversely affected. These decisions are made by the Rec staff with consultation of both affected head coaches. Please note that due to inherent nature and structure of youth wrestling, these aforementioned guidelines do not apply to the youth wrestling program.

Registration/Participation Fees: There is no tryout fee; however pre-registration for tryouts may be required. Formal registration and participation fees apply once the child has been placed on a team.

West Orange Recreation Department
POLICY ON TRAVEL (ALL STAR) TEAMS

Policy Statement

The Township of West Orange seeks to assist travel teams whose operation is deemed to be in the best interest of student athletes residing in our community and at the same time deemed beneficial to the improvement of our public school athletic programs.

General Guidelines

- A) Any and all Travel teams wishing to operate in the Township of West Orange shall be required to make application to the either the West Orange Recreation Department or the Building & Ground Department of the West Orange Board of Education to secure a permit. Teams occupying either Municipal or Board of Education facilities without a valid permit shall be subject to sanctions which may include criminal prosecution.
- B) Teams shall be required to provide all applicable fees and provide all required documentation as deemed applicable by the appropriate agency.
- C) Travel teams shall be divided into three categories: Indigenous, Regional and Ineligible. The divisional placement of a team shall be the responsibility of the West Orange Recreation Department.

Categories

- A) **Indigenous** – A team shall be deemed indigenous if **90% or more** of the roster players reside in West Orange. In addition, the team must be sponsored by the WO Rec Dept. or one of its cooperative agencies (PAL, MTL or WOBC.)
 - 1) Municipal Facilities – Indigenous teams shall be assigned recreational space as deemed appropriate by the Recreation Department. Submission of complete roster of players & coaches is required. Under normal circumstances, no rental fee is required.
 - 2) Board of Education Facilities - Indigenous teams shall be assigned recreational space as deemed appropriate by the Recreation Department. Submission of a complete roster of players & coaches is required. Under normal circumstances, no rental fee is required.
- B) **Regional** - A team shall be deemed regional if **less than 90%** of the roster players reside in West Orange.
 - 1) Municipal Facilities – Regional teams shall be assigned recreational space as deemed appropriate by the Recreation Department. Submission of a complete roster of players & coaches is required. Team shall be required to provide proof of insurance. A rental fee may also be required.
 - 2) Board of Education Facilities - Regional teams shall be assigned recreational space as deemed appropriate by the Building & Grounds Department of the Board of Education. Submission of a complete roster of players & coaches is required. Team shall be required to provide proof of insurance, a rental fee and any and all documentation, information, etc as deemed necessary by the Board of Education.
- C) **Ineligible** – A team shall be deemed ineligible for any or all of the following reasons:
 - a) **Less than 50%** of the roster players reside in West Orange.
 - b) The team conflicts with a pre-existing program.
 - c) Municipal and/or Board of Education personnel have deemed that the team’s operation in West Orange would not be in the best interest of our student athletes or our scholastic athletic programs.

GUIDELINES FOR PARENT'S CLUBS

Statement of Purpose: The Recreation Department encourages the formation and operation of Parent's Clubs (Booster Clubs) to assist and enrich the Traveling All-Star Team experience for our youth.

Forming a Parent's Club: Interested parents need to first and foremost schedule an appointment with the Director of Recreation and/or designee. Parental representatives shall number no less than three (3) and no more than five (5) for this initial meeting.

Permission to Proceed: The Director of Recreation will either grant or deny the representatives permission to proceed.

Organizational Guidelines

- **Election of Officers**: The Club shall develop a list of candidate officers prior to any selection or election to said posts. These nominations shall be reviewed by the Director of Recreation or designee with the assistance of the sport's coaching staff. Once approved and/or amended, elections shall proceed.
- **By Laws**: Following the election of officers the Club may develop a proposed set of By-Laws. The Director of Recreation or designee shall review these By-Laws with the assistance of the sport's coaching staff. Once approved and/or amended, adoption of the By-Laws may proceed.
- **Recreation Department Liaison**: The Recreation Department shall appoint a liaison to oversee the operation of the Parent's Club to insure compliance with the Department's Guidelines and prevailing policies. The liaison shall supply the Recreation Director or designee with copies of all meeting minutes, forms, flyers, emails etc. pursuant to the Team and or the Parent Club.

Approved Activities

- **Press Releases**: The Parent Club may prepare narratives and/or photos for release to the local media. Such material must be submitted to the Recreation Director or designee for approval and possible revision. The Recreation Department will disseminate the information to the media. *Under no circumstances shall the Parent's Club directly submit materials to the media.*
- **Fundraising**: The Parent Club may conduct fundraisers. Fundraisers must be approved in advance by the Recreation Director or designee.
- **Collection of Funds**: The Parent's Club shall operate a checking account. The Club president or designee shall have sole responsibility over making deposits and writing checks. Said person shall submit copies of the account's monthly statements to the Recreation Director or designee. Monthly statements shall be submitted to the Recreation Director or designee.
- **Expenditure of Funds**: All expenditures of funds, i.e. the writing of checks for the purpose of purchasing goods and services shall be reviewed in advance by the Recreation Director or designee. Said purchase shall be denied if it is deemed to be inconsistent with Recreation Department policies regarding similar programs or prevailing policies.

The Club President is required to submit an End of Year Report to the Recreation Director no later than thirty days (30) after the conclusion of the team's scheduled activities.

DEPARTMENTAL PUBLICATIONS

Participant Manual

A multi faceted document that explains the prevailing participant policies and procedures of the Recreation Department; it begins with a Departmental overview and a list of pertinent ordinances. It also includes information on advertising, registration, payments & refunds, codes of conduct, volunteerism, permits, co-operative programs, All Star Team policies, parent clubs, Rec publications and summer job opportunities. Manual is updated periodically as needed.

Recreation Resource Guide

A comprehensive document for the purpose of informing West Orange residents about all the outstanding recreational programs available in our town; it includes programs and activities sponsored by municipal departments, non-profit organizations, public/private partnerships and the private sector. Information is broken down into the following sections: 1) Sports & Activities, 2) Special Places & Programs, 3) Special Events, 4) Playground Facilities, 5) Schools and 6) Phone Directory. Guide is revised every three (3) years.

Summer Recreation Activities Booklet

This publication is produced and distributed each spring. It provides a detailed breakdown of programs and activities available during the upcoming summer months that are sponsored by municipal departments, non-profit organizations, public/private partnerships and the private sector. A Summer Registration Day is held each May that is attended by representatives from the vast majority of programs listed in the booklet.

Monthly Electronic Newsletter

The Recreation Department generates a monthly newsletter that is available electronically via Email. It contains information on recent events as well as upcoming programs, special events and registration deadlines. Residents can subscribe to receive the newsletter by visiting the town's website at www.westorange.org. It may also be viewed on the Rec website.

*Copies of all documents listed above are available
at the Recreation Department,
60 ½ Cherry Street, West Orange, N.J. 07052.*

*They can also be downloaded off the web at
WWW.WESTORANGE.ORG*

West Orange Recreation Department
Summer Job Opportunities

The West Orange Recreation Department hires summer employees in the programs and divisions listed below. Actual job opportunities vary from year to year.

Employment Opportunities

- 1) Mayor's Program for Individuals with Disabilities Summer Camp
Dates: July – early August
Times: Monday – Friday 9:00 AM – 3:00 PM

- 2) Grounds & Maintenance Division
Dates: late June – mid August
Times: Monday – Friday 7:00 AM – 3:30 PM

- 3) Township Pool
Dates: late May – early Sept.
Times: Seven Days a Week 8:00 AM – 8:00 PM

- 4) Summer Basketball League
Dates: late June – early August
Times: Monday – Thursday 5:30 PM – 10:00 PM

Additional Information

- ❖ Job applications are available as of January 1st.
- ❖ Employees seeking to be rehired from the previous summer are required to reapply and must be in good standing based on prior employment record.
- ❖ Rehires in good standing are given priority consideration over new applicants.
- ❖ Residents of West Orange are given priority consideration over non-residents.
- ❖ Job opportunities for fifteen year olds (15) are very limited.
- ❖ Limited volunteer opportunities are available for fourteen year olds (14).

The Township of West Orange is an Equal Opportunity Employer.

For summer job application information call (973)-325-4150

Applicants interested in full time job opportunities should contact the
Township of West Orange
Department of Personnel
West Orange Town Hall
66 Main Street
(973) 325-4051