

MIDDLESEX BOROUGH

RECREATION COMMISSION

POLICY GUIDE

Last Revised: January 11, 2016

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The original committee formed to compose the first ever Middlesex Borough Recreation Commission's Policy Guide consisted of Commission Members, Coaches, Spectators and Participants. They met in September and October of 1989 to produce this document. It has been updated many times over the years.

Included on this original committee were:

Alison Bremer
 Sara Eganey
 Theresa Eganey
 Dick Lauler
 Pat Perry
 David Romancheck
 Rich Rutkowski
 Jim Stramaglia

The Middlesex Borough Recreation Commission thanks these eight people for their time and effort to produce this Policy Guide, which governs all practices of the Middlesex Borough Recreation Commission and Department.

Changes to this document should occur only during the posted, regularly scheduled meetings of the Middlesex Borough Recreation Commission occurring in June and December. Emergency policy changes may take place at any meeting, if deemed necessary by the Commissioners and the Director.

THIS POLICY CANNOT BE CHANGED OR ALTERED IN ANY WAY WITHOUT THE EXPRESSED CONSENT OF THE MIDDLESEX BOROUGH RECREATION COMMISSION, AND VOTED ON AT AN OFFICIAL MIDDLESEX BOROUGH RECREATION COMMISSION MEETING.

Middlesex Borough Recreation Commission Philosophy

The Middlesex Borough Recreation Commission strongly believes that all participants of any Middlesex Borough Recreation Commission sponsored activity should have fun while learning the skills necessary in order to participate in such activities.

We believe that all first year programs are to be run solely for fun and instructional purposes. As the athlete grows and progresses, competition can then be taught. However, no recreation program should put forth competitiveness, as its primary goal.

Many years from now, it will not matter what kind of cars we drove, what type of houses we lived in, or the balance of our bank accounts. What will matter is how we were important to the lives of the children who are now in our positions.

POLICY #1

ELIGIBILITY

Purpose: To set forth guidelines of who is eligible to participate in any Middlesex Borough sponsored program or activity.

Scope: This policy covers all of the Middlesex Borough Recreation sponsored programs and activities.

Requirements/Instructions:

1. All recreation run programs and activities will be open to:
 - a) Middlesex Borough residents;
 - b) all children of parents or legal guardians of a. above.
 - c) Proof of residency may be required upon request.
 - d) All participants must be up to date on immunizations as required by the State of New Jersey Department of Health and Senior Services Annual Immunizations Report.
 - e) Exceptions: PonyShare, Wrestling, Babe Ruth, Toddler programs, and outdoor summer tennis.
2. To be eligible to participate in any recreation sponsored activity, the participant (or their parent or legal guardian), must properly register during the allotted registration period. Late registrants will be placed on a waiting list, and be given a chance to participate on first come, first serve basis. For anyone moving into the Borough after the allotted registration period ends; they may register at any time, and then be placed on a waiting list, and have the opportunity to participate if and when any opening arises in that particular activity.
 - a) Recreation sponsored travel teams have no waitlist.
3. Eligibility for a particular sport will be based solely on age and/or grade criteria. (See appendix A)
4. Any exceptions to the above articles must be brought before the Commission on a case by case basis and voted on before allowing the individual to participate in said activity.

POLICY #2

REGISTRATION **(FORMS AND FEES)**

Purpose: To establish procedures, forms with the appropriate information necessary for the safety of all participants, and applicable fees for recreation sponsored programs and activities.

Scope: Registration procedures, forms, and fees apply to all programs where registration forms and fees are required to participate in said program.

Requirements/Instructions:

1. All registration forms must comply with the guidelines established by the Youth Sports Research Council of Rutgers University.
2. After the said deadline for an activity, all late applicants will be placed on a waiting list. If the applicant is added to an activity, a \$10.00 late fee will be charged in addition to the registration fee.
3. A copy of the registrant's birth certificate must accompany the candidate's registration form when required.
4. Any falsification of information on registration form will result in immediate dismissal from said activity, without reimbursement of fees paid, enforced by the Director and/or Recreation Commission.
5. All registration will be done through the mail or dropped at the Recreation department during regular working hours.
6. Registration fees will be based on an "as needed" basis per activity. These fees will be determined by the Recreation Director, and approved by the Recreation Commission. Fees for all activities are found in appendix B.
7. Registration fees collected by the Recreation Department will be dispersed at the discretion of the Recreation Director for the normal operating necessities of the recreation activities, after approval of same from the Recreation Commission.

- a) Any program covered by Recreation Department insurance must have all registration, money and other correspondence come through the Recreation Department. All money disbursed will follow the Borough's Purchasing Policy.
8. All teams for all sports will be selected by a lottery system under the direction of the Recreation Director. Excluded: Babe Ruth, Major League Softball, all Traveling teams and 7th/8th grade basketball.
9. The approved medical history and permission form must be completed prior to participation in any activity.
 - a) All participants must be up to date on immunizations as required by the State of New Jersey Department of Health and Senior Services Annual Immunizations Report.
10. A copy of the insurance policy is available upon request at the Recreation Department.
11. No exceptions will be made to the above articles.
12. Scholarships are available on an as need basis and approved by the director or the director's appointee.
13. Any eligible reimbursement will be subject to a 10% administrative withdrawal fee. No reimbursement after the date published on the said activity registration form.
14. The Toddler Playgroup and Pre-K Art registration will be handled on a first-come, first-serve basis for the fall session in September of the current year. For the succeeding sessions (winter and spring) the participants of the fall session will be given a one-week preference before registration is open to the public.
15. The number of participants in the Martial Arts program will be limited to the preference of the current instructor. Current participants will have a one week priority to re-register before a new student.

POLICY #3

COACHING GUIDELINES

Purpose: To establish guidelines for coaches (and assistants) to help them better guide and instruct the participants of all our recreation sponsored programs.

Scope: These guidelines apply to all persons acting in a coaching or advisory capacity in any recreation sponsored program.

Requirements/Instructions:

1. All assistant coaches and instructors must be at least 18 years old. All head coaches must be at least 21 years old.
2. All volunteer coaches must be a Middlesex resident or be the parent or family member of a child who meets the participation guidelines. (Exception Recreation Director and Assistant Recreation Director).
3. All volunteer coaches will be required to attend the Rutgers Youth Sports Council Certification course for volunteer coaches before coaching or advising their particular activity.
4. The Recreation Director is responsible for notifying all perspective coaches, assistant coaches, advisors, and any other parent volunteers that they must become certified through the R.Y.S.C.
5. The Director shall schedule the R.Y.S.C. classes a minimum of three times a year to allow for completion before the activity commences and shall keep on file all certified participants of said course.
6. Coaches will be approved by the Recreation Commission, on the recommendation of the Recreation Director and/or staff. Disapproval of coaches or advisors must be justified by the Director to the Commission.

7. Coaches must inform all participants and their parents that they may present any grievance to the Director of Recreation or staff and that the grievance must be in a signed written form or by email.
 - a. After any investigation by the Director and/or Commission members, coaches who are found in violation of the policy of the Middlesex Recreation Commission, will be issued a verbal warning, immediately suspended or dismissed by the Director. The decision must be given in the presence of another Recreation Department staff member and/or Commission member.
 - b. If both parties file a grievance with the Recreation Commission against each other, both have the opportunity to respond to the alleged charges in front of the Recreation Commission in closed session. The Commission will then determine the outcome of the situation. This finding is final. Upon the Commission's findings, the Director will then send a letter to both parties. If further problems persist, the coach(es) may be dismissed immediately and permanently from coaching all Recreation sponsored activities.
 - c. The Recreation Director, Assistant Director or their designee, may suspend a coach, manager (volunteer) until the matter in question is brought before the next regularly scheduled Recreation Commission meeting.
8. Any infringement of the coaching guidelines will constitute a Complaint.
9. Any intentional physical abuse by a coach towards a participant, official, or spectator, will be grounds for immediate dismissal.
10. Coaches using profanity or verbal abuse against a participant, official, or spectator, will be reprimanded as outlined in paragraph 8 above.
11. Any volunteer charged with a crime will be dealt with by the Recreation Commission on an individual basis with advice from counsel. This may include, but not limited to, immediate suspension pending the outcome of the charges.
12. Coaches must follow the accident/injury procedures as outlined in policy 7 of the Middlesex Recreation Commission Policy Guide.
13. All coaches must follow the local rules governing their specific sport or activity. Any specific league rules should also be adhered to.
14. Coaches will be responsible only for the participants on his/her team. Coaches shall not be held accountable for spectators, parents, or siblings, but should however make a conscious effort to assist in maintaining proper order at the activity at hand.

15. Coaches will be responsible for the members of their team only 15 minutes prior to a practice or game, during the activity, and for 15 minutes following the activity - at the site of the said event only.
16. Coaches will not be allowed to coach 2 or more sports/activities where those sports/activities will be conflicting.
17. All volunteer coaches are required to read this Policy Guide and acknowledge they did so either by signing a form at the initial coaches meeting or emailing they have read the policy prior to the sports season they are volunteering. As of July 2013 the Policy Guide will be found on the official Borough website. Hard copies are available upon request.
18. Per compliance with Borough of Middlesex Ordinance #1620-04 all volunteer coaches are required to be fingerprinted and have their background checked every thirty six months or as requested by the Recreation Commission. The Recreation Director will notify the coaches and provide information on how to set up their appointment at Morpho Trak. In order to be reimbursed the fee the volunteer coach must submit a receipt.

POLICY #4

PARTICIPANT GUIDELINES

Purpose: To establish guidelines for participants of all our recreation sponsored programs, in order to insure a safe environment for all other participants.

Scope: These guidelines apply to all participants in any recreation sponsored program.

Requirements/Instructions:

1. All participants must adhere to all rules set forth in the Middlesex Borough Recreation Commission Policy Guide, and those established by their individual coach or advisor.
2. All participants must complete a registration form and submit payment, if required, to the Recreation Department before participating in said activity.
3. Participant must be a resident of Middlesex Borough, or a child of a Middlesex Borough resident.
4. No participant should ever use any physical force towards a coach official, or spectator. Physical force will be grounds for immediate removal from the activity.
5. Any participants using profanity or verbal abuse against a coach, official, or spectator, will be grounds for immediate dismissal, subject to investigation by the Director and/or Commission.
6. All participants should arrive no more than 15 minutes prior to a practice or game, and should leave not later than 15 minutes following the activity.
7. Disruption in anyway of any program, activity, or event sponsored by the Recreation Department, shall be just cause for the Recreation Director to dismiss the participant from that program, activity, or event. If the participant is dismissed from a program, which had a registration fee or additional costs, they shall not be entitled to a refund.
8. After any investigation by the Director and/or Commission members, any participant found in violation of the policy of the Middlesex Recreation Commission, will be issued a verbal warning by the Director. If further problems persist, a written warning will be issued by the Director. If the problem is still not resolved, appropriate action will be taken by the Commission.

POLICY #5

SPECTATOR GUIDELINES

Purpose: To establish guidelines to allow for a healthy, safe, and enjoyable environment for all of our participants and spectators in our recreation sponsored programs.

Scope: These guidelines apply to all persons attending any recreation sponsored program.

Requirements/Instructions:

1. All spectators must conduct themselves in a sportsman like fashion.
2. All spectators must allow the coaches, assistants, and advisors instruct the participants without outside interference.
3. All spectators must allow the game officials to officiate and control the contest without outside interference.
4. All spectators must remain away from the activity area as to not interfere with said activity.
5. Spectators should encourage all participants and praise their efforts.
6. All spectators should refrain from using profanity or verbal abuse against a coach, official, or participant.
7. Please do not arrive more than 10 minutes prior to a practice or game. Also please make sure to pick up your child promptly at the conclusion of the activity. Coaches will be responsible for your child for only 15 minutes following said activity.
8. If needed, please assist the coaches or advisors in any way in order to maintain order at these activities.
9. When attending your child's activity, please keep their siblings in your immediate area and under your strict supervision. They are not to be interfering with other participants, or playing with any equipment.

10. Unsupervised, non-participating minors are NOT allowed nor permitted in any school building while recreation activities are being held.
11. If any spectator does not follow the rules and regulations set forth herein, the participant associated with this spectator will be prohibited from continuing in the program until the problem is rectified.

POLICY #6

AWARDS

Purpose: To set forth guidelines for all recreation coaches and advisors to follow when presenting any recognition or awards to participants.

Scope: These guidelines apply to all recreation sponsored activity coaches, advisors, and activity controlling boards.

Requirements/Instructions:

1. No individual achievement awards (i.e. MVP) shall be presented for any recreation sponsored activity (with exception of the John Haverstick, Fay Stoddard and the Batting Crown memorial awards for Babe Ruth baseball) Participant awards may be presented to all participants.
2. Awards may be presented to all graduating participants of a recreation sponsored activity.
3. All awards/trophies to be determined, purchased and presented through the Recreation Department
4. The above requirements must be adhered to by all coaches, assistant coaches, advisors, parents, and control boards of all recreation sponsored activities.
5. The Recreation Commission will supply facilities only to participants for any end of activity award assemblies. However, volunteer coaches and parents will be required to organize, run, and clean up after said assemblies. **In the absence of volunteer helpers, these assemblies will be canceled.** This policy will be effective January 1, 1997.
6. **Volunteer Award:** Nominees for the Volunteer Award must be approved by the majority of the Recreation Commission.

POLICY #7

ACCIDENT/INJURY PROCEDURES

Purpose: To set forth guidelines to ensure the safety of all recreation participants, and to record all the necessary information needed to protect the volunteer coaches as outlined in the Rutgers Youth Sports Clinic Guidebook.

Scope: These guidelines apply to all recreation sponsored activity coaches, and advisors, as well as all parents of anyone participating in any capacity of any recreation sponsored activity.

Requirements/Instructions:

1. Both the coach/advisor and the parent/guardian will be responsible for the following:
 - a) Contact the Recreation Department within 48 hours of the accident or injury;
 - b) Fill out accident report, supplied by the Director.
2. The approved medical history and permission form must be completed and signed prior to participation in any activity.

POLICY #8

PERSONNEL GUIDELINES

Purpose: To set forth guidelines for all personnel employed in association with the Recreation Department.

Scope: This policy covers all personnel employed in association with the Recreation Department.

Requirements/Instructions:

1. The Director is hired by the Mayor and Council.
2. The Assistant Director, Secretary, and any other persons in the employ of the Recreation Department (drawing a stipend from either the Recreation Budget or Recreation Trust Fund) must be approved by the Recreation Commission.
3. As of August 11, 1997, the Recreation Department includes the Borough's nepotism policy as part of the Recreation Commission's Policy Guide, except under emergency situations.
4. All full or part time positions for the Recreation Department must be advertised per current Borough procedure.

All applicants must fill out a Borough application of employment.

No part time, seasonal employee is promised employment the subsequent year. All applicants must re-apply for all positions.

All salaries paid to independent instructors recommended to the Recreation Director and hired by the Recreation Commission will be subject to a 10% administrative processing fee.

All part time employees of the Recreation Department must be approved by the Recreation Commission **before** working for the Recreation Department.

Exempt: Positions requiring certification and hired through a registered assignor.

5. The hours of the Director's secretary will be in compliance with Middlesex Borough work hours, Monday through Friday.

6. No new programs will be started until expressively approved by the Recreation Commission.
7. No rule changes in any activity or sport until expressively approved by the Recreation Commission.
8. The Recreation Director and/or Assistant Director will be required to attend the regularly scheduled monthly Recreation Commission meeting.
9. The Director will be responsible for assigning the duties of the Assistant Director, at least one week in advance. Unforeseen circumstances will supersede this specific policy.
10. The Director, all Commission members, and the council Liaison must refrain from any political agendas (either explicate or implicit) during any activity in association with the Recreation Department or Recreation Commission.
11. A listing of all salaries and/or stipends that the Recreation Commission controls and is responsible for is found in Appendix C.
12. Procedure when complaint is issued against a Recreation Department employee:
 - a. Complaint must be submitted in writing and signed by person making complaint.
 - b. Director will obtain a written response from employee.
 - c. If complaint is not corroborated in writing, by other testimony or evidence, and if a written response from the employee indicates no wrong doing, the case is dropped and no further investigation is necessary.
 - d. If the complaint is corroborated by a witness in writing and proves the facts alleged are true, the director will then present the complaint and witness statements to the employee and discipline as directed by policy.
 - e. In either case, whether uncorroborated or substantiated, the burden of proving something wrong is not on the Recreation Director, but the person making the complaint.
 - f. Recreation Commissioners are not to become involved unless the Director presents the problem to them at a regularly scheduled monthly meeting.
13. Any recreation paid employee charged with a crime will be dealt with by the Recreation Commission on an individual basis with advice from counsel. This may include, but not limited to, immediate suspension pending the outcome of the charges.

POLICY #9

FINANCIAL GUIDELINES

Purpose: To set forth guidelines to monitor all funding associated with the Recreation Budget and Recreation Trust Fund.

Scope: This policy covers all deposits and expenditures associated with the Recreation Budget and Recreation Trust Fund.

Requirements/Instructions:

1. The Recreation Commission is responsible for the accountability of the Recreation Trust Fund. The director submits a monthly Trust report that is approved by vote at each scheduled Recreation Commission meeting.
2. The Recreation Director will supply the Recreation Commission with an itemized listing of all deposits and expenditures to the Recreation Trust Fund at each regularly scheduled Recreation Commission meeting.
3. Registration fees collected by the Recreation Department will be dispersed at the discretion of the Recreation Director for the normal operating necessities of the recreation activities. Five dollars (\$5) from every registration is transferred into the Recreation Trust maintenance line
4. No Recreation Department employee, nor any seated Recreation Commissioner, is permitted to receive any additional remuneration or stipend from the recreation trust or recreation budget. (Refer to Policy #8, article #3).
5. Anyone receiving any type of stipend from Recreation Trust or Recreation Budget will be required to fill out any necessary paperwork as required by the Federal, State and/or local guidelines.
6. A listing of all salaries and/or stipends that the Recreation Commission controls and is responsible for is found in Appendix C.

POLICY #10

Recreation Building Usage

Purpose: To set forth guidelines for the usage of the Middlesex Borough Recreation Commission controlled building.

Scope: This policy covers the Middlesex Borough Recreation Commission controlled building.

Requirements/Instructions:

1. No recreation building furniture can be borrowed for use at non Recreation Department sponsored activities or functions.
2. There will be a \$50.00 annual application-processing fee for all adult activities. This fee will be waived for all children's activities (i.e. Girl Scouts, Boy Scouts, etc.). Application must be submitted prior to the regularly scheduled monthly Recreation Commission meeting in December of the prior year.
 - A) Any group wanting to use the Recreation Center on an "as needed basis" will be charged a \$10.00 per use with a maximum of \$50.00 per annum.
 - B) The usage order for the building is as follows: 1. Rescue Squad, 2. Recreation Commission meetings, 3. Recreation Department sponsored activities, 4. Office on Aging sponsored activities, 5. non-profit groups and community/civic groups by permit only.
3. Members in attendance at any function and/or event must be at least 51% Middlesex Borough residents, or the permit will be immediately revoked. Attendees at any meeting may be required to show proof of residency.
4. No alcoholic beverages allowed inside of the Recreation Commission controlled building.
5. No smoking allowed inside of the Recreation Commission controlled building.
6. No animals allowed inside of the Recreation Commission controlled building with the exception of a seeing eye animal.
7. No gambling allowed inside of the Recreation Commission controlled building.
8. No firearms allowed inside of the Recreation Commission controlled building.

9. The Recreation Director reserves the right to 'bump' any organizations for Recreation sponsored activities.
10. No other meetings, or any other activities, can take place in the Recreation Center meeting room during Recreation Commission meetings.
11. Any organization using the Recreation Commission controlled building is responsible to insure that the facility is cleaned after said activities.
 - A. Any damages incurred by the person or group using the building will be held responsible for cost of repair or replacement.
 - B. Any group found not returning the building in the same conditions found, will immediately lose all privileges to use the Recreation building.
12. Any organization using the Recreation Commission controlled building should report any problems with the building immediately to the Middlesex Borough Police department before using said building. If not, you will be responsible for any damages to the building.
13. Permits are non-transferable. Violation will result in loss of current and future permits.

POLICY #10-A

Field and Park Usage

Purpose: To set forth guidelines for the usage of any Middlesex Borough Recreation Commission controlled fields/parks.

Scope: This policy covers all of the Middlesex Borough Recreation Commission controlled fields/parks.

Requirements/Instructions:

1. Usage of the Recreation Commission controlled fields/parks will be at the discretion of the Recreation Director and approved by the Recreation Commission. Twenty, (20), people or more, including spectators, participants, coaches/managers, involved in a specific activity, necessitating the use of any field in Middlesex Borough, must obtain a permit at least 15 days in advance prior to the date of the activity, from the Recreation Department.

Requirements for obtaining for obtaining a permit:

1. Official roster indicating the contact person
 2. Date of activity including rain date if applicable
 3. Starting and ending time of activity
 4. Facility Requested
 5. Insurance Accord/Certificate
2. Assignment of fields, changing of previously assigned fields and closing of fields for whatever purpose is at the sole discretion of the Recreation Director, or designee with input from the Department of Public Works. These decisions are final and anyone found in violation of this policy, or any other policy, will have all field/facility privileges suspended for the sport's season. Repeated violations will result in permanent suspension from participation in any and all recreation sports programs requiring the use of fields.
 3. Seasonal fees for MountainView Park will be charged as follows:
 - a. Spring: March, April, May
 - b. Summer: June, July, August
 - c. Fall: September, October, November

If reservations do not meet the seasonal requirement on Ordinance 1597-04 then person or group reserving the park will pay the per usage fees.
 4. Permits for field usage will be issued between March 1st and November 30th for all organized activities.
 5. Prior to March 1st and after November 30th fields are used on a first come basis. Weather and/or maintenance permitting as determined by the Recreation Director or DPW.

6. No raindates given for MountainView Park usage and no refunds for weather related cancellations.
7. Cancellation of games and/or practices is under the sole discretion of the Recreation Director or Assistant Recreation Director or their designated representative.
 - a] If designated representative is found in violation of this policy by the Recreation Director and/or Asst. Director all field/facility privileges will be suspended for the sports' season.
8. No recreation sports equipment can be borrowed for use at non Recreation Department sponsored activities or functions.
9. Any organization using any Recreation Commission controlled field/park should report any problems with the field/park immediately to the Middlesex Borough Police department before using said field/park. If not, you will be responsible for any damages to the field/park.
10. A permit must be obtained from the Recreation Director for the key to turn on the lights at the Fred Worworski High School Field. The key may be picked up at the Middlesex Borough Police Station on the day of the game only, and must be returned to the Police Station on the same day, immediately following the game. The bearer assumes all responsibilities for the safe keeping of the key, and the proper use of the field and lights. Lighting is to be used for scheduled games only. Lights must be turned off by 10:30 p.m. (Sun. thru Thurs.), and by 11:00 p.m. (Fri. and Sat.), while school is in session. Lights must be turned off by 11:00 p.m., every night once school is closed for the summer. There are NO exceptions to this rule. This key is not to be duplicated. Failure to abide by these rules will result in the forfeiture of these privileges.
11. All groups/teams wishing to use the High School baseball or softball field and lights must apply in writing to the Recreation Department. This request must include the dates requested, an official roster and a copy of the groups/teams insurance. The usage order for these fields are as follows: A. High School Varsity/JV/Freshman teams, B. Babe Ruth regular and post season games, C. Recreation sponsored girls softball games, D. Babe Ruth tournament baseball teams (13, 14 and 15 year old tournament teams), E. All other applicants. Use of lights for night games will be assigned only for scheduled games. Tournament, make up games and special events will be discussed and approvals given on an individual basis. Assignment of night games in the current year does not set precedence for future assignment of night games.
12. No metal spikes allowed on all soccer fields.
13. Permits are non-transferable. Violation will result in loss of current and future permits.
14. Flying Field:
 - A] No flying before 10:00AM.
 - B] No flying while schools are in session.

- C] Vehicles must be parked in designated parking spot. No parking on grass.
- D] No Flying during games on the: Fred Worworski Field, Softball field or Field #4.
- E] Permit required for all scheduled events as defined by Policy 10-A. item #1.

POLICY #11

Game Assignment/Priorities

Purpose: To establish and set forth game assignment/division priorities for the use of the Fred Worowski High School Baseball Field and the High School Softball Field

Scope: Applies to all involved Middlesex Boro sponsored Recreation teams.

THE FRED WOROWSKI HIGH SCHOOL FIELD:

1. High School teams
2. Babe Ruth teams
3. Babe Ruth fourteen year old traveling team
4. Senior League

HIGH SCHOOL SOFTBALL FIELD

1. High School teams
2. Small girls, Small Fry A and B teams
3. Little girls, Farm League
4. Big Girls

REVISIONS TO THIS DOCUMENT

DATE	POLICY #	BRIEF DESCRIPTION
May 13, 1996	entire document	complete overhaul and rewrite
August 11, 1997	entire document	complete overhaul and revision.
February 9, 1998	#10	addition of article 15.
November 9, 1998	#2 #4 #10 #11 Appendix A, B, C, D entire document	addition of articles 2, 8 addition of article 4 addition of article 9 added updated, revised, amended reviewed
December 6, 1999	Entire document Policy #2 Policy #3 Policy #6 Policy #7 Policy #8 Policy #10	reviewed and changes made to: articles 2,3,4,11,12 revised article 1, 8 revised/amended articles 1,3 revised/amended article 3 revised/amended articles 4,5 revised/amended article 4 removed new article #2 added
May 30, 2000	Appendix A, B, C, D Entire document Policy #2 Policy #10 Appendix A	updated, amended reviewed and changes made to: articles 13, 14 added articles 1.A., 1.B added reviewed and amended
February 20, 2002	Appendix B Appendix C	– Fees for Toddler program, Pre-K Art, and Summer Playground adjusted – Summer Playground salaries adjusted
September 13, 2002	Policy #2 Policy #3 Appendix A Appendix B	articles 12,14 revised/amended article 8,11 revised/amended amended amended
October 20, 2003	Policy #2 Policy #7 Policy #9 Policy #10 Appendix B	article 2, 11 revised/amended article 15 added article #3 removed article 4B added article #16 revised/amended Fees adjusted

January 10, 2005	page #3 Policy #1 Policy #2 Policy #10 Appendix A Appendix B Appendix C	Policy Committee names removed article 1d added article 8 – activity names amended Article 10a added Article 2a added added and deleted programs updated fees updated salaries and stipends
December 12, 2005	Policy #1 Policy #2 Policy #10 Appendix C	Added article 1E Amended article 4, added article 16, added article 7A Added article #17 amended salaries and wrestling referee fees
July 11, 2006	Policy #3	Added 8A, 18
January 8, 2007	Policy #1 Policy #2 Policy #8 Appendix B Appendix C	Added “Babe Ruth” to #1, Letter “e” Added 14 A and B Addition of item under # 4 updated fees updated salaries and stipends, removed Asst. Dir., Rec. Commiss. Sec., and Dept. Sec. salaries
August 13, 2007	Policy #3 Policy #10	Item #18. Added last sentence Item #1 – added seasonal fee structure & raindate policy. Item #13 – added item A
November 19, 2007	Policy #1 Policy #2	Item #1, letter “e” – added Toddler Item #16 changed wording
June 9, 2008	Policy #10	Added to Item #1
November 9, 2009	Policy #1 Policy #2 Policy #3 Policy #10 added Item #13 Policy #10-A	Added to Item 1, letter e Merged Item #9 into #6 then re-numbered Added Item #12 Removed all items pertaining to fields, Added items removed from #10, Added Item #13
October 18, 2010	Appendix B Policy #6 Appendices A, B, C	updated updated #3 updated
December 12, 2011	Policy #1 Policy #3 Policy #8 Policy #9 Appendix B	Added 2a Item 8 first paragraph became 7a, second paragraph became 7b, item 8a became 7c. Item 9 became item 8 Item 10 became item 9 Item 11 became item 10 Added NEW item 11 Added #13 Added last sentence to Item 3 adjusted fees

July 8, 2013	Table of Content Policy #2 Policy #3 Policy #8 Policy #9 Policy #10 Policy #10-A Appendices A, B, C Appendix D	Adjusted article 8 – added 7 th /8 th grade basketball article 2, 17, 18 – revised article 4 revised article 1, 3, 5 – revised article 2B and 17– revised article 5 revised updated removed “witness” signature
July 14, 2014	Policy #2 Policy #3 Policy #4 Policy #5 Policy #8 Policy #9 Policy #10-A Appendix A, B & D	Article 5 revised Articles 2, 17, 18 revised Article 2 revised Article 10 revised Article 4 revised Article 4 revised Article 1 revised revised
January 11, 2016	Policy #3 Appendices A, B, C	Article 7 revised updated

Appendix A
AGE/GRADE CRITERIA PER ACTIVITY
AGE CUT OFF IS JULY 31 OF CURRENT YEAR
GRADE CUT OFF IS ENROLLMENT IN CURRENT SCHOOL YEAR

Activity / Sport

Age/Grade Requirements

BOYS BASEBALL

Lil' Sluggers

must be age 5 by 4/30/current year and attending Kindergarten or Kindergarten only

Small Fry
Farm League

must be age 7 by 4/30/current year or 1st & 2nd grade
must be age 9 through 12 by 4/30/current year or 3rd – 5th grade and/or 6th-8th grade

Babe Ruth League***
Senior League***

thirteen through fifteen year olds (*)
fifteen through eighteen year olds (**)

GIRLS SOFTBALL

Lil' Sluggers

must be age 5 by 4/30/current year and attending Kindergarten or Kindergarten only

Small Girls League
Junior League*

must be age 7 by 4/30/current year or 1st & 2nd grade
must be age 9 through 12 by 4/30/current year or 3rd – 5th grade

Major League*

thirteen through fifteen year olds or 6th-8th grade

*external league rules may differ and Recreation Director will decide which rules apply

BASKETBALL

basketball
Traveling basketball

third through eighth grades
fifth through eighth grades

PROGRAMS

toddler program
pre-K art class
track&field
soccer
summer playground
wrestling
martial arts***
Halloween Parade***
Easter Egg Hunt
Christmas Tree Lighting
Fall Festival
Toddler Fun Time
Cross Country
Happy Camper Club

1 – start of kindergarten, parents attend w/child
4 years old through kindergarten
Kindergarten through 12th grade
first through eighth grades
kindergarten through fifth grades
kindergarten through sixth grades
age 7 through 18
all ages
toddler through sixth grades
all ages
all ages
ages 1-3
ages 7-adult
ages 4 & 5

ADULT ACTIVITIES

MINIMUM AGE 18 AND POST HIGH SCHOOL

Co-Ed Volleyball***, ladies step aerobics***, open gym basketball, men's softball, yoga, martial arts***, arts & crafts***, Zumba

(*) National rule

(**) Central Jersey Baseball rule

(***) Program Suspended

NOTE: All Criteria is contingent upon enrollment and/or involvement in outside leagues.

Appendix B FEES PER ACTIVITY

ACTIVITY/SPORT	REGISTRATION FEE	ADDITIONAL COSTS IF NECESSARY
BOYS BASEBALL		
Lil' Sluggers	\$35	
Small Fry	\$35	
Farm League	\$45	
GIRLS SOFTBALL		
Lil' Sluggers	\$35	
Small Girls League	\$35	
Junior League	\$45	
Major League	\$55	
BASKETBALL1		
Basketball	\$55	
Traveling Basketball	\$165	
PROGRAMS		
Toddler Program	\$45*resident/\$70*non-resident	
Kid Quest	\$40*resident/\$60*non-resident	
Soccer	\$50	
Summer Playground	\$135 first child, \$125 each additional sibling	
Wrestling	\$30	
Cross Country	to be determined annually	
Easter Egg Hunt	no charge	
Christmas Tree Lighting	no charge	
Track and Field	to be determined annually	
Toddler Fun Time	\$25*resident/\$35*non-resident	
Happy Camper Club	to be determined annually	
ADULT ACTIVITIES		
Men's Basketball	\$40	
Men's Softball	to be determined annually	
Yoga	\$65*	
Zumba	to be determined by length of each session	
Currently Suspended		
Karate		
Open Mat Wrestling		
Co-ed Volleyball		
Step Aerobics		
Tai Chi and Martial Arts		
Arts & Crafts		
Babe Ruth League		
Senior League		
Babe Ruth Tournament Teams		
Halloween Parade		
Pre-K Art class		

* per session

