

DELANCO RECREATION COMMISSION
POLICY PROCEDURES
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SUBJECT: RECREATION & PARKS STATEMENT OF PHILOSOPHY

PURPOSE: To provide a concise statement of philosophy that shall serve as a benchmark for Recreation Commission administration and operations.

POLICY: Recreation and Park services are an integral part of the social fabric of the community. Recreation and park services encompass the provision of both facilities and services inclusive of: active and passive parks, open space
and

natural areas; recreational and public facilities, specialized facilities for a diverse range of ages and interests; provision or facilitator of activities and programs for all residents of the township.

Recreation services are intended to be provided for all people of all ages and abilities. The primary duty of the Recreation Commission is to act as the administrator of township assets and a facilitator for the development and implementation of recreation, leisure and community services, while not necessarily serving as the direct service provider in all areas. The Recreation Commission shall ensure that the needs and interests of all residents are addressed and that no single interest or group shall dominate the attention and resources of the township.

It is the intent of the Township Council and the Recreation Commission of Delanco to offer the residents a basic recreation program provided for and financed from the general fund. Furthermore, we believe that if a recreation program is to satisfy the needs of the public, it cannot rely on general funds alone to support all programs. The recreation budget shall include provisions to pay for the maintenance of facilities, certain program leadership and program operation costs. However, it cannot satisfy the financial need for all programs. Therefore, other sources of finance must

be

obtained outside of the property tax resource. The concept of fees and charges will be applied to expand and supplement the basic recreation services.

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The Recreation Commission shall define parks as any public or private set aside for aesthetic, educational, recreational, or cultural use. It is related to open space, which is all land and water in an urban area that is not covered by buildings. The Commission shall contribute to general plan

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elements in the areas of: Conservation, Open Space & Cultural Resources, Community Facilities & Services, Circulation, and Facility Standards.

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SUBJECT: COMMISSION AUTHORITY

PURPOSE: To provide the source of legislation and ordinances which enact the legal authority for the existence of and duties for the Recreation Commission.

DISCUSSION: The enabling legislation that establishes Recreation Commissions Statewide is the New Jersey Permanent Statutes, 40:12 - I et. seq. The Board is authorized to acquire, develop, maintain, preserve, maintain the order of parks, park land and open space. The NJ legislation is implemented locally through Township codified ordinances; specifically Chapter 10, Article III, section 10-18 et. seq. The fundamental authority is stated as The Recreation Commission shall have control and management of all public parks, lands and premises and shall establish rules and regulations for the government and management of said park property.

POLICY: It shall be the policy of the Recreation Commission to implement the authority of legislation through formal actions taken at monthly meetings and approved by a majority vote of the commission members.

PROCEDURE: The Commission shall organize work efforts through the election of officers from among its own membership, and division of labor through standing and ad hoc committees.

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SUBJECT: OFFICERS - RESPONSIBILITIES & DUTIES

PURPOSE: To provide a policy for the election of officers; their responsibilities and duties.

DISCUSSION: The Township codified ordinance; Chapter 10, Article III, section 10-18, B., and D., establishes the basic outline for officers of the Commission. Those ordinance sections are expanded through this and subsequent policy/procedures of the Recreation Commission.

POLICY: There shall be a Chairperson, Vice Chairperson, Secretary and Treasurer elected by the Commission from its own membership for a period of one year and they may be re-elected to succeed themselves. Only one person shall hold any one office at any time. The Commission may also appoint a Recording Secretary, who need not be a member of the Commission. The Recording Secretary shall serve as a non-voting, ex-officio member.

The Chairperson shall be the principal officer of the Commission preparing an agenda for and presiding at all meetings of the Commission. The Chairperson may call special meetings, subject to applicable Sunshine

Law

or other applicable ordinances. The Chairperson shall perform all duties customary to that office and shall supervise and control the affairs of the Commission in accordance with applicable statutes/ordinances and the policies and directives approved by the Commission.

The Vice Chairperson shall perform all the duties of the Chairperson when the Chair is absent or unable to act. The Vice Chairperson shall also Chair one or more of the standing committees.

The Secretary shall maintain Commission records, publish notice of meetings, record minutes and distribute proposed minutes within seven days following any meeting or vote, to be approved at the next meeting. The minutes shall include attendance, motions, vote counts, decisions, and a summary of pro and con arguments. The Secretary shall prepare and file all reports.

The Treasurer shall

insure that financial and purchasing procedures are followed by all Commission members and auxiliary organizations utilizing Commission funds, in accordance with applicable statutes/ordinances and the policies and directives approved by the Commission. The Treasurer shall cause a financial statement to be presented at each monthly meeting and an annual statement to be made at the end of the fiscal year for Commission and Township Council review.

SUBJECT: BOARD - RESPONSIBILITIES & DUTIES

PURPOSE: To provide a policy for the appointment of the Board, replacement of board members, membership requirements; their responsibilities and duties.

DISCUSSION: The enabling legislation of the New Jersey Permanent Statutes, 40-12-1 et.

seq. provides the basis for appointments and methods for filling mid-term vacancies for the Commission. The Township codified ordinance; Chapter 10, Article III, section 10-18, A. and C., establishes methods of appointments, vacancies, and the basic outline for duties for the Board members of the Commission. Those ordinance sections are expanded through this and subsequent policy/procedures of the Recreation Commission.

POLICY: The Board of Recreation Commissioners shall have the powers and duties necessary for the administration of the affairs of the public parks, park land, open space and recreation activities of the Township of Delanco and may exercise for the Commission all powers, duties, and authority vested in or delegated to the Commission bylaw, ordinance or resolution.

Financial Authority - The Commission shall have the supervision of the general funds designated through budget for the Recreation Department operations, and shall have supervision and control of the Recreation Trust Rind. The Board shall develop and submit an annual budget request for the operation and maintenance of all parks and recreation places.

Meetings - The Board shall meet at least once a month. A quorum, consisting of a simple majority of the members of the Board, must be present in order to conduct business.

Employees and Additional Officers - The Board shall appoint such other officers and hire or discharge employees/agents as it may deem necessary for the proper conduct of the affairs of the commission. Such actions shall require a majority vote of the entire Board.

Absenteeism - Any member of the Board who is: 1) absent from three

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consecutive meetings of the Board, or 2) inexcusably absent from more than one-half of the meetings of the Board during any calendar year, or 3) inexcusably absent from attending the complete agenda of more than one-half of the meetings of the Board during any calendar year, shall be recommended for removal from the membership of the Board unless a written statement explaining such absence(s) is submitted on or before the next Board meeting, and such explanation is acceptable to at least two-thirds of the members of the Board. Notification of pending removal from the Board shall be forwarded to the member in question, with the request for written statement from the member and the date required. Should the membership of the Commission vote to recommend removal from the Board, written notification shall be sent to the member in question and the Township Council. Township Council shall formally remove the member and make appointment of a replacement Commissioner.

Ineligibility - Any person who was dropped from membership of the Board due to absenteeism shall be ineligible for re-nomination for the period of what would have been the balance of their sessated term or one calendar year, whichever is greater.

Termination of Appointments - Any appointments made by the Board may be terminated by the Board.

Compensation - No members of the Board shall draw any compensation from the Commission except for expenses incurred on Commission business when authorized by the Board.

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SUBJECT: STANDING COMMITTEES

PURPOSE: To provide a functional division of major Commission responsibilities for the efficient operation of the Department.

POLICY: The Commission shall staff three standing committees from among its membership; the Administrative Committee, the Program Operations Committee and the Facilities Operations Committee. The committees shall meet to manage the assignments of their respective areas, report recommendations to the entire Board and complete approved work ventures. Each committee chair shall coordinate update briefs for the monthly Board meetings, as well as coordinate and conduct the meetings of the committee.

The Administrative Committee - shall be responsible for the ongoing operations of the commission, to include: budget preparation, fiscal tracking, purchasing; interagency coordination, legal notices/requirements for commission; all correspondence, record keeping, membership coordination; policy procedure development/revision, resolution implementation; master plan development and implementation, foundation/non-profit administration; and assistance to all Commission work committees.

The Program Operations Committee - shall be responsible for coordination of and/or operation of all Delanco Recreation programs, to include: coordination of all registration time lines, program information dissemination, master scheduling of all Commission programs, implementation of Commission events, development of new programs, submits requests for all requested program budgets to Board; coordinating efforts with Delanco Youth Sports Association, coordination of annual coaches meetings, training, and clinics, control and care of all sports equipment; responds to requests for clarification/assistance from youth sports groups, questions and concerns from the general public and league officials; and lends assistance to all other public groups providing recreation/leisure services to residents of Delanco (i.e.. scouting, private

clubs, etc.) as a information facilitator or catalyst organization without increasing the commission's role as a direct resource provider.

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of The Facilities Operations Committee - shall be responsible for operation
all township facilities and fields, to include: master scheduling, reservation
approvals and allocation of fields; coordination of reconditioning and
routine field/court maintenance, supervision of field maintenance staff,
control and care of field equipment and supplies, and field/court
equipment and supplies; submits requests for all facility/field supplies and
equipment to Board; development of capital improvement project requests
and annual fixed asset review.

PROCEDURE: At the annual reorganization meeting of the Board, members shall choose
the committees that they have expertise or desire to participate in.
Members may serve on more than one committee. Each committee shall
prepare a monthly update or brief for the regularly scheduled meeting of
the Board.

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SUBJECT: AD HOC COMMITTEES

PURPOSE: To provide a for the temporary creation of committees deemed necessary to conduct the affairs of the Commission.

POLICY: The Commission shall have the authority to appoint Ad Hoc committees as it deems in the best interest of the Commission. The temporary committees may have as many members of the Board as are interested or deemed to be effective by action of the Board. Temporary committees may also contain volunteers who are not members of the commission. The methods For recruitment and appointment of volunteers shall be determined at the time of creation of the temporary committee. The Board shall set specific ending dates for operations of the committee or provide annual review of the committee membership, effectiveness and objectives to determine continuation at the Board's annual reorganization meeting. All Ad Hoc Committees shall have either a Commission representative or a Board member shall chair the committee, as determined at the time of creation of the committee.

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SUBJECT: COMMISSION BUDGET & FINANCE OPERATIONS

PURPOSE: To provide a concise policy for Recreation Commission budget and finance operations.

POLICY: The Recreation Commission utilizes the budget, revenue collection and purchasing systems established by the Township for all of its operations. The Board are responsible to ensure adherence to established policy procedures of the Township and the Commission. It is the responsibility of the Board to develop: an annual budget request, inclusive of administrative expenditures, facility and park operations expenditures, and program operations expenditures; an annual projection of participation in scheduled activities and park visitations; an annual projection of revenue to be used in conjunction with general fund operations; capital maintenance project requests, capital improvement project requests and projected expenses for maintenance required from Township staff.

The Commission shall ensure that financial resources are used in a prudent manner, inclusive of: measures to assure appropriate use of department materials, supplies and resources for department operations; practices which secure inventory of equipment and supplies and implementation of methods to assure frugal use of assets.

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SUBJECT: BUDGET PROCEDURES

PURPOSE: To provide a consistent procedure for budget administration.

POLICY: The Recreation Commission shall provide administrative procedures for budget development, operation and fiscal accountability. The development process shall be performed by each standing committee, compiled by the Administrative committee and brought to the full Board for discussion and approval. The administrative process shall be performed by the entire Board, through monthly Treasurer's updates and completion of this and other related policy procedures.

PROCEDURE: Budget Development - the annual process shall begin for each standing committee in October: with projected needs and expenditures outlined on individual area/program worksheets, compiled onto section totals and submitted to the Administrative committee for complete budget assembly by the first of November. The Administrative committee shall present a

preliminary budget to the entire Board at the regularly scheduled meeting in November. The Board shall complete budget adjustments and approval for submission to Township Council by the first of December.

Budget Administration - The Board Treasurer shall maintain accurate budget records and reconcile them with Township records on a monthly basis. The entire Board is responsible for overall fiscal operations and

shall

assist in record keeping, inventory control and financial decision making.

The Board Treasurer shall maintain a separate accounting of the funds that are itemized on program worksheets for the annual equipment replacement program. These funds shall be expended only as equipment is in need of replacement. This determination shall be made by the appropriate Standing Committee at the time of annual/seasonal inventory and listed as priority for purchase during budget deliberations. If the total annual balance in the equipment fund is not utilized in a given fiscal year,

it

shall be rolled over into the next fiscal year in the Recreation Trust account.

The Recreation Commission shall begin each fiscal year with a revenue

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reserve in the Recreation Trust account in the amount equal to five percent the total budget of the previous fiscal year. This reserve may be utilized Board requires during the fiscal year for unanticipated expenditures which not normally encountered through the operations budget.

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SUBJECT: PURCHASING PROCEDURES

PURPOSE: To provide a consistent procedure for purchasing all materials, supplies, equipment and services.

POLICY: The Recreation Commission shall adhere to all purchasing procedures established by the Township and the Recreation Commission. All expenditures from funds utilized by the Commission and cooperative auxiliary organizations, shall follow these same procedures.

Purchases shall require four elements for completion of the purchasing cycle: an allocation of existing funds from either general fund or Recreation trust fund (money available to cover the purchase), approval

from the Commission (outlined in budget or discussed by the Commission), required Township staff/financial authority approvals and documentation (a complete paper trail). No items shall be ordered, purchased or committed for purchase without advanced completion of all required procedures.

PROCEDURES: In all cases, two signatures of Commission members (Commission treasurer and Chairperson or their designee) and a completed Commission Expenditure tracking form signed by the Commission Treasurer shall be required for approval of purchases, regardless of type or amount of purchase. If items to be purchased and the indicated amounts have been allocated in the annual budget process (as indicated on the program worksheets developed by the Commission) the process can proceed without formal Commission action. If the item was unanticipated or is beyond initial budget expenditure projections, Commission approval shall be required prior to purchase. Members must anticipate the time necessary to gain approvals in advance of actual date needed for use, as outlined in each individual purchasing method.

Petty Cash purchases - under emergency situations or in the event that the purchase is less than \$25.00, a petty cash purchase may be used. A Commission member may make the required purchase provided that the department has money in the general fund account (the trust fund cannot be used for petty cash). A receipt must be turned in along with two completed copies of the Commission expenditure tracking form, one for the Township CFO and one for the Commission Treasurer's folder in the department in-basket.

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Purchases under \$400 - purchases of less than \$400 for total cost of the purchase. Prior to ordering or obtaining goods or services, obtain a voucher from Township staff. The member completing the purchase must provide the name, address and phone number of the vendor and a listing of the goods to be purchased. Purchases should not include sales tax. Prior to completing a purchase with a vendor, ensure that the vendor will accept a voucher from the Township. Inform the vendor that payment will be sent within 30-45 days after the merchandise and receipt are received. The vendor must sign the voucher in order to receive payment. The printed

voucher may be carried, mailed or faxed to the vendor. The voucher, receipt and tracking sheets (same process as in petty cash, above) must be turned in within one working day of receiving the merchandise or completion of service.

Purchases over \$400 - under \$1,000 - must be handled in the same manner as above, except that the purchase voucher must first be approved by signature of Township Council prior to ordering or pursuing the purchase.

Purchases over \$1,000 - under \$12,800 - must be prepared on a Quotation form. Three comparable quotes must be obtained (by phone or in writing) and listed on the form with the recommended lowest quoted price vendor. The quote and voucher must then be approved by signature of Township Council, as in above. Be certain to use exact specifications and not to promise purchase to any vendor when obtaining quotes.

Purchases over \$12,800 - must be advertised for the formal bid process. See Township administrative staff for specifications and timelines

required

for this process. Thi

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approvals may need up to seven days lead time in order to obtain all signatures, providing that there are no outstanding questions regarding the purchase. Complete information and details on all forms can help to

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eliminate delays in this area. All purchases shall be tracked and itemized
by

the treasurer of the Board and presented as a pan of the monthly report. All paperwork, details and required follow-up is the responsibility of the

originator of the purchase, not the Board treasurer or Township staff. Failure to complete all purchasing procedures may result in interruption of services or refusal of vendors to work with the Township in the future.

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SUBJECT: REVENUE PROCEDURES

PURPOSE: To provide a consistent procedure for revenue administration.

POLICY: The ability to collect revenue from the public is authorized through codified Township ordinance. The Recreation Commission has the

authority to generate revenue through several sources, most notably through a system of fees and charges for services, programs and facilities. Changes or updates to the fees and charges for Recreation programs are adjusted through the annual budget cycle by the Board for program services. Fee adjustments for Facilities and Fields are recommended by

the

Board during the annual budget cycle and implemented by Township Council resolution (see also: codified ordinances, Chapter 216 - Park Regulations, 216-7, Fees & Charges for use of Township Facilities). Additional revenues are also available from sources outside of usual program and facility operations; grants, donations, concessionaire agreements, and cost applied services. Each of these revenue sources shall be monitored separately by the Board on an individual and annual basis.

PROCEDURES: Revenue Projections, annual budget development - the development of annual revenue projections shall follow the same timelines and process outlined in RCPP 242 for budget development. The Board shall analyze the actual costs for all programs and determine the pricing formula to be attached to each activity. The revenue projections and fee adjustments shall be included in the annual budget request forwarded to Township Council.

Revenue Administration - The Board Treasurer shall maintain accurate revenue records and reconcile them with Township records on a monthly basis. All revenue collected from the public from fees and charges shall be counted, recounted by a second member of the Board, signed by both and deposited with Township Administrative staff within two days. The only exception to this procedure is in the event that Township offices are closed for more than two days in a row, in which case the deposit shall be turned in on the very next working day. The deposit shall include revenue

tracking

forms indicating the correct individual accounts for each deposit (by

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program), with one form for the Township CFO and one to be placed in

the

Commission Treasurer's folder in the department inbasket. All deposits

shall be tracked and itemized by the treasurer of the Board and presented as a part of the monthly report. All paperwork, details and required follow-up is the responsibility of the person receiving the revenue, not the Board treasurer or Town staff. Failure to complete all revenue receipt and deposit procedures may result in interruption of services or incorrect revenue deposit tracking.

All revenue received from the public must have a receipt generated by a Board member or authorized staff. All checks shall be made out to: Township of Delanco. Payment must be received on the day registration is made and not be paid at a later date to "hold" a registration position. Each registration shall be dated and numbered in the order in which it is received. The Commission will charge late fees for scheduled late registration dates (i.e. dates specifically established for late registrants after regular registration deadlines have ended). The Commission shall determine the amount of the late fee and which activities may require a late registration date. Those registrations received through scholarship funds will not be charged a late fee provided these registrations are received and accounted for no later than the scheduled late (final) registration for that activity.

PROCEDURE:

These three (3) items must be fully completed before a player is considered registered: 1. The parent/guardian must complete a registration form, 2. the parent/guardian must complete a parent consent form, 3. the parent/guardian must pay the registration fee plus the late fee if applicable. A player will not be allowed to play and/or practice with a team until the above three (3) items are adequately completed.

In the event that programs are canceled by the Commission, a full refund shall be issued from the Trust account. A voucher must be submitted, using the same process as a purchase (see RCPP 2.43), with the attached revenue tracking forms for the CFO and treasurer. A public request for withdrawal and refund made prior to the start of the program shall be issued for the full amount as in above. After the program has started, the public will be charged a \$10.00 service charge for withdrawal, using the same process outlined above.

Timelines and procedures for program registration will be determined by the Board and finalized during January of each year.

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SUBJECT: FACILITY RESERVATION & FEE POLICY

PURPOSE: To provide a consistent and equitable policy for the reservation and use of township facilities and to implement codified ordinance 2 16-1 through 6, Park Regulations policy shall specify the differences between various user groups/individuals and the ability of such users to pay for the costs involved in operating the facility.

POLICY: Township facilities may be made available for use by individuals and organized groups on a reservation basis. It shall be the policy of the Township of Delanco to provide the use of facilities to certain groups as a basic service (at no charge), while assessing other groups for some of or

all of the costs directly attributable to them for the reservation. Fees and charges shall be updated annually, as a Township Council resolution for "Fees & Charges for use of Township Facilities". Group I users shall have priority over all other user groups and shall have the right of first reservation before opening the annual reservation calendar to other groups. Resident organizations and businesses shall have reservation priority over non-resident groups.

Individual users and organized groups shall be classified in differing categories based on their residency, organizational status and purpose for function, based on the following:

GROUP I USER: A function or program sponsored by Delanco Recreation, any Township Commission Committee or Advisory board, and any other entity with a formal joint-use agreement.

GROUP 2 USER: Any resident non-profit organization.

GROUP 3 USER: Any individual resident of Delanco or non-resident non-profit group.

GROUP 4 USER: Any resident not-for-profit organization.

GROUP 5 USER: Any non-resident not-for-profit organization, resident

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business or for profit organization, any non resident individual.

GROUP 6 USER: Any non-resident business or non-resident for profit organization.

Definitions:

Non-profit organization refers to any group that has been granted exempt status as a charitable organization/ foundation, or non-profit organization by the Internal Revenue Service or the New Jersey Division of Taxation.

Resident organization refers to any group whose active membership roster includes 51% currently residing in Delanco. A resident business is one incorporated in Delanco or operating an active office/business in Delanco.

Non-resident organization refers to any group whose current membership roster includes less than 51% Delanco residents.

Not-for-profit organizations are those operating for public benefit without generating annual profits, but are not incorporated with approved exempt status as non-profit organizations.

For-profit organizations are those operating for private benefit, but are not businesses or commercial ventures, usually referring to any group

affiliated

for a purpose of common interest (i.e. a private club, sport, hobby, social cause, etc.).

Joint-use agreement refers to a formal contract agreement between Delanco township and another public entity, which exchanges the use of facilities and/or services at a reciprocal rate that is deemed equal in value or is at no cost to either party.

PROCEDURE: The Township of Delanco shall endeavor to provide some basic services in

the form of reservations (see also RCPP 1.1) at no cost to certain individuals/groups and at various cost levels for other individuals/groups. Group 1 and 2 users shall have the opportunity to reserve the facilities at no cost, excepting required deposits or security fees for group 2 users.

Group 3 users shall have the opportunity to reserve facilities at 25% of (their hourly portion of) annual operational expenditures. Group 4 user fees are 50%, group 5 user fees are 75% and group 6 user fees are 100%.

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All township facilities must be reserved prior to use, a minimum of two weeks in advance. A reservation request shall include all items required by Delanco codified ordinance, section 216-2, found on the Delanco Facility Reservation request form. The annual reservation calendar shall run from March 1st each year to February 28-29th of the following year. Advance reservations may be requested for single or multiple dates throughout the annual reservation calendar. Reservation request priority shall be given in the following order:

Group 1 requests: January 1st - 31st

Group 2 requests: February 1st - 14th

Group 3-6 requests: February 15th

After initial requests are made, reservation requests can be made at any time throughout the remaining portion of the annual reservation calendar.

Reservations may require: proof of residency, organizational by-laws & articles of incorporation, a pre-existing condition check list, a refundable security deposit, a certificate of liability insurance, a refundable clean-up deposit, and a fee for facility use.

Reservations which may require additional township or regional services will be charged for the actual cost of those applied services. Such additional services may include, but are not limited to: those provided in order to ensure the safety of persons or property, provision of special refuse or sanitation assistance, equipment rentals and extended setup or clean up assistance. For fee schedules of individual township facilities as adjusted annually, refer to RCPP 3.21.

See: Delanco Code, Chapter 216; Ord. No. 19-1971, Ord. No.8-1994

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SUBJECT: FEES & CHARGES FOR USE OF TOWNSHIP FACILITIES

PURPOSE: To implement annual fees for township facility reservations, as approved annually by township council resolution.

POLICY: The following charges shall be in effect for the reservation year 2003-2004 as listed by facility and group user classification outlined in RCPP 3.2.

The fees are listed as hourly charges:

GROUP	1	2	3	4	5	6
West Avenue Baseball	0	0				

.....
.....
..... purchased and the
.....
..... purchased and the indicated amounts
..... have been allocated in the annual budget process (as indicated on the
program
worksheet.....
..... beyond
initial budget expenditure projections, Commission approval
..... shall be required prior to purchase. Members must anticipate for: failure to
clean (and return to previous condition) a use area,

----- purchased and the indicated amounts
have been allocated in the annual budget process (as indicated on the
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worksheet -----
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clean (and return to previous condition) a use area,
indicated amounts
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damages to equipment, supplies, facilities/field areas (that are not associated with normal wear or use), and losses of township equipment or supplies due to failure to secure locked areas during and after use. The township of Delanco shall withhold only the amounts necessary for paid staff to provide actual clean-up, replacement or repair of items in question. In the event that charges exceed the actual amount of deposit on file, the individual that made application for the reservation shall be held accountable for the remaining balance. No reservations shall be made or honored for that individual or organization if there are outstanding assessments from previous reservations. Deposits shall not be required for any Group 1 user.

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The following charges for refundable deposits shall be in effect for the reservation year 1999-2000:

Clean Up Deposit				
Number of participants	0-50	50-150	150-300	300+
West Avenue	\$50	\$100	\$200	\$300
Coopertown Field	\$50	\$100	\$200	\$300
Security Deposit				
West Avenue	- storage box	\$100		
	- restrooms	\$50		
Coopertown field	- storage box	\$100		

PROCEDURE: Any individual or organization that wants to use township facilities shall fill

out a facility reservation application at least two weeks in advance. Reservations will be approved by the Recreation Commission after assigning group user status, collection of appropriate fees, deposits, required information and a site meeting with a member of the Recreation Commission. The individual responsible for the application shall request a site meeting with a member of the Recreation Commission after the (last date of) reservation to conclude use and confirm return of refundable deposit(s).

A refundable security deposit shall be charged for teams that require issue of a storage box key (for access to infield tools and field equipment), rest room key or access key for any other secured area. A refundable clean up deposit may be required for groups that are bringing food, hosting concessions or multiple groups/teams under a single event reservation (tournament play).

Certain reservations may pose unique or unusual considerations for the Township. Applicants which are deemed to require additional township services shall be advised of the need for and the cost of any additional applied services in order to approve the reservation. The applicant will be required to place a deposit for the estimated cost of additional services and shall be required to pay all actual costs incurred at conclusion of the

reservation.

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**SUBJECT: RECREATIONAL SPONSORED SPORTS COACHING LEADERSHIP
AND PROGRAM DIRECTOR QUALIFICATIONS AND DUTIES**

PURPOSE: To outline required qualifications for recreational sponsored sports coaches, leaders or program directors, their duties and acceptable conduct.

POLICY: Prior to taking assignment of or assisting with the coaching of any Delanco recreational sponsored sports team (including programs sponsored by other municipalities or agencies that are co-sponsored or endorsed by the Delanco Recreation Commission) all recreational sponsored sports coaches, leaders or program directors shall:

1) attend and complete a training session of a recognized recreational sponsored sports coaching association training program: National Youth Sports Coaches Association, Rutgers youth coaching training program

Coaches, leaders or program directors are required to attend all mandatory meetings as outlined in the preseason information letter. The head coach of each team is responsible for the condition and use of league equipment, field areas and field equipment, and also the return of all equipment and uniforms.

Coaches shall be positive role models and display good sportsmanship in the presence of their players, parents, officials and spectators at all times, Coaches are responsible for the conduct of their players and the conduct of their team's spectators. These individuals shall refrain from using disparaging comments or derogatory remarks while acting as a youth sports coach. Coaches shall refrain from the use of tobacco products and shall not be under the influence of alcohol or any controlled substance while in the presence of their players. Above all, coaches will ensure that their actions are supportive of the physical, mental, and emotional well being of the children in their activities.

PROCEDURE: All coaches shall produce completed training card or certification at the coaches meeting scheduled by the Recreation Commission before the start of each season. Once recorded by the executive committee of the Recreation Commission, coaches certifications shall be kept on record and need not be produced annually thereafter.

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Head coaches will be required to return all equipment and uniforms in clean and organized condition for annual inventory. The return of such equipment will include a listing of items in need of replacement or repair prior to the next season. All equipment will be returned within one week

of

the final game of the season. Failure to return equipment and/or misuse of equipment, field areas and field equipment may be cause for suspension.

Non attendance at mandatory scheduled meetings may result in suspension or ineligibility to coach during that season.

Actions which are unsportsmanlike, hostile or detrimental to the children, officials or the league will be managed through probation, suspension and the possibility of permanent expulsion from participation in recreational sponsored sports coaching. All disciplinary actions taken shall be addressed in the manner outlined in RCPP 4.14

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SUBJECT: RECREATIONAL SPONSORED SPORTS COACHES, LEADERS
AND PROGRAM DIRECTORS:
PROTESTS, CONFLICT RESOLUTION, GRIEVANCES, AND DISCIPLINARY
ACTION

PURPOSE: To outline required procedures for resolving conflicts or grievances with recreational sponsored sports coaches, and disciplinary action regarding breaches in the accepted conduct of youth sport coaches.

POLICY: It is the policy of the Delanco Recreation Commission to resolve all conflicts, concerns and grievances outside of the areas of actual program operations, so that the activities scheduled for participants are not delayed

or

suspended and incidence of possible unsportsmanlike interruptions are not experienced in the field of play. All coaches and interested citizens

shall

express their concerns to league commissioners/officials or the Recreation Commission, in their absence.

Protests are the ONLY method for resolving issues relating to judgment calls made during play by sports officials. Protested game actions shall in

no

way excuse unsportsmanlike conduct by coaches or players.

Complaints may include topics such as: interpretation of league rules, coaches conduct and disciplinary actions, and organizational concerns.

Grievances may be filed by any interested party, when in their opinion, a satisfactory remedy for a complaint has not been reached regarding the conduct of a recreational sponsored sport coach or the disciplinary action rendered.

PROCEDURE: Protests are to be made after play has concluded, within 24 hours to the respective sport commissioner or league executive board, as specified in each leagues rules/by-laws. Protests expressed/filed with a league commissioner shall be acted upon by the executive board within one week from the date of protest. All decisions of the executive board and stated remedies shall remain final and may not be appealed. Complaints expressed/filed with a league commissioner regarding individuals and league operations may only be handled at the regularly scheduled meetings of the governing body, or upon a special meeting called by the chair with a one week notice to all affected individuals. After

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governing an investigational review into pertinent facts of the situation, the

body shall render a decision regarding league operations or coaches conduct and specified remedy, within one week of the meeting.

Commission A grievance may be filed with the chairman of the Recreation

for review of a complaint resolution by the governing body/league commissioner. Grievances shall only be reviewed at a regularly scheduled meeting of the Recreation Commission. Upon review of the pertinent facts and actions taken, the Commission shall render a decision by their next regularly scheduled meeting. The decision of the Recreation Commission shall be final.

Disciplinary actions for recreational sponsored sports coaches or league officials may be taken for unacceptable conduct (as outlined in RCPP 4.13) or for other actions, which in the opinion of the governing body, discredit or damage league operations. Disciplinary action will be rendered as one or more of these remedies:

Probation

- any person placed on probation may still take part in coaching functions. Any person placed on probation will serve a prescribed amount of time as determined by the governing body. A second offense while on probation shall result in a suspension for that individual.

Suspension

- any coach ejected from a game for unsportsmanlike conduct by officials in charge of the game or the facility will serve a two week suspension. Suspensions shall also encompass practices during the two week period.

- suspensions may encompass an entire season or calendar year, dependent upon the nature and severity of the issues raised. A person placed on suspension will not be allowed to take part in any coaching related activities. The length of suspension shall be determined by the governing body. At the end of the suspension, the governing body shall take action at its next regularly scheduled meeting to either reinstate the coach or enact permanent expulsion from youth sports activities.

Expulsion

expulsion from Delanco recreational sponsored sports coaching is a permanent

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remedy and is inclusive of all sports, not simply the sport in question. As such, expulsion of an individual must pass a 2/3 majority vote of the governing body.

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