

# RECREATION COMMISSION POLICIES



Rumson Parks and Recreation

Rumson, NJ 07760

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**Last update – 1/18/2008**

**A. RECREATION COMMISSION**

1. **Commission make up** - The Rumson Recreation Commission is a policy-making and advisory board made of seven members appointed by the town council who volunteer to serve their community in five year terms, which may be extended by the Borough of Rumson Council. One of these members is the designated Chair. See [40:12-1. a.]
2. **Role** – The Recreation Commission is responsible for advising the Borough of Rumson Administration and the Borough of Rumson Council on setting policy for Rumson Recreation programs as well as making recommendations to the Borough of Rumson Council related to Rumson Parks. The Recreation Commission also has authority for approving new programs or substantive changes to programs, including fees, change in age division, and selection and review of coaches. The Recreation Commission is not responsible for day-to-day operational decisions or purchases, which is the purview of the Recreation Director. The Recreation Commission is consulted on significant expenditures that are intended to benefit our programs or community.
3. **New Member Selection** – Candidates may indicate interest by submitting a brief application to the Recreation Director, which will then be circulated to the Chair and the Recreation Commission. To fill a vacant position, a designated interview committee will be appointed by the Recreation Commission and the committee will make a recommendation to the full Recreation Commission for a vote. The Recreation Commission will then make a formal recommendation to the Borough of Rumson Mayor and Council.
4. **Chair and Vice Chair Selection** – Candidates for Chair and Vice Chair shall be separately nominated from among current Recreation Commission members in the January meeting each year. The Recreation Commission will then vote for each position in separate votes and the respective candidates with the majority vote will assume the roles of Chair and Vice Chair for the remainder of the Calendar year.
5. **Votes** – Each member of the Commission present in the public meetings has an equal vote, except the Chair, who will only vote in the instance of a tie. Motions must be raised by one member, seconded by another, then voted on and passed or denied based on simple majority.
6. **Program Coordinators** – Members of the Commission will be asked to handle operational responsibilities for specific recreation or travel programs under the supervision of the Recreation Director. The duties may involve field set up, help in field scheduling, attending league and coaches meetings, establish equipment and uniform needs, and tryout planning and management. It might also involve referee recruitment, training and supervision. The coordinator will be voted on by the Recreation Commission prior to each new league season or registration period for the respective program.
7. **Meetings** - There are at least 10 scheduled public meetings a year on the third Wednesday of the month at 7pm, with interim subcommittee meetings as needed. Public meetings must have a quorum of 5 Commissioners present as stated in Robert’s Rules of Order.
8. **Responsibilities** - Commissioners are expected to attend at least 8 of the 10 public meetings each year, a variety of recreation sponsored events, and applicable subcommittee meetings.

**B. PROGRAM POLICIES - GENERAL**

1. **Definition** – Recreation is a pastime, diversion, exercise, or other resource affording relaxation and enjoyment.
2. **Mission** – The mission of Rumson Parks & Recreation is to promote affordable, community-wide recreational, cultural and educational opportunities for residents of all ages, interests and abilities. We seek to provide a fun, safe environment for our diverse activities, building community through positive social interaction and volunteerism. Rumson Parks & Recreation strives to develop and maintain high quality parks and recreational facilities for our residents' enjoyment and use.
3. **Programs** – Please visit the Rumson Recreation website, [www.rumsonrec.org](http://www.rumsonrec.org), for a full listing and description of current programs
4. **Policies** – The policies document is a manual created by the Rumson Recreation Commission for use by the Recreation Director to navigate particular issues within the Recreation Commissions oversight. This document is the pillar of the day-to-day duties of the Recreation Director and will be revised at the discretion of the Recreation Director who may seek the advice of the Recreation Commission on major issues.
5. **Residents Only** - Programs are open to Rumson residents only, unless otherwise specified. Currently Girls Lax, Flag Football, Rowing programs, and most third party summer camps are open to Rumson & Fair Haven residents
  - a. Participants must legally reside in Rumson (or Fair Haven, if open to those residents). Owning property but residing elsewhere or non-residents paying tuition to attend public or private schools in Rumson does not qualify for resident status in terms of Recreation participation.
  - b. Two River Little League baseball and softball teams in Rumson allow for non-resident tuition paying students to participate in the divisions that are sanctioned by Little League International. Tuition status must be confirmed prior to registration.
  - c. The Recreation Commission may vote to open up a summer camp or other programs to non-residents after the open registration deadline if the viability of the program is dependent on increased numbers. Non-residents might be subject to the Late Fee.
6. **Fees** – Program fees and descriptions are posted on the Rumson Recreation website. Fees are non-refundable and non-transferable. A late fee will be applied to each individual registration after the open registration period. Please see Registration Policies section for more information.
7. **Accident Procedure & Insurance Coverage** – The Borough of Rumson provides liability insurance covering volunteer coaches.
  - a. **Safety Meeting** - Coaches must attend the pre-season mandatory safety meeting led by the Recreation Director.
  - b. **Accident & Health secondary insurance** is provided either through the applicable league (in the case of travel sports and Little League), or through the Borough of Rumson if not provided by the league.
  - c. **Accident Reporting** – Accidents should be reported to the Recreation Director as soon as practical and an accident report filled out by the coach and parents and returned to the Recreation Director as soon as possible.
  - d. **Head Injuries** – All head injuries should be reported to the Recreation Director immediately following the game or practice.

- 8. Code of Conduct** – The Code of Conduct applies to Coaches, Parents, Players and Spectators and is available at [www.rumsonrec.org](http://www.rumsonrec.org). Concerns or violations should be reported to the Recreation Director.

### **C. RECREATION TEAM SPORTS PROGRAM POLICIES**

- 1. Volunteer Coaches** – Volunteer coaches are the cornerstone of Rumson Recreation. All teams will be led by volunteer coaches and assistant coaches who have completed the certification requirements. No recreation team will be led by a paid coach. The Recreation Commission has designated two sports, Rowing and Travel Soccer as approved for the use of trainers or professional, paid coaches. All volunteer parent or guardian coaches and any trainers must be approved by the Recreation Commission and are subject to the same requirements of certification, training, and background check. See Volunteer Coach section for more information.
- 2. Age Eligibility** – The majority of recreation sports programs are delineated by school grade, not birth age (unless otherwise specified, such as Little League). Rumson Recreation does make exceptions to its age guidelines on a sport by sport and an individual basis. See Travel Policies section for Age Eligibility policies applicable to travel sports.
- 3. Attendance** – We ask that participants carefully consider their time commitments before registering for a Rumson Recreation program. Most programs are team based so lack of attendance impacts the team and repeated poor attendance may negatively affect the quality of the experience for the children, parents, and volunteer coaches.
- 4. Playing Time** – On team sports, it is anticipated that all players present will participate in each game and receive adequate playing time in each game. Coaches have discretion with regards to starting line-ups based on practice participation, attitude and on-time arrival. See Travel Policies section for playing time policies applicable to travel sports.
- 5. Positions** - Coaches will make every effort to expose players to different positions and give each child a chance at different positions within appropriate safety parameters.
- 6. League Rules** – Coaches, parents and players are expected to familiarize themselves with League rules, available from the Recreation Director or posted on the individual league website.
- 7. Good Sportsmanship in Scoring** – Coaches are asked to use common sense and good sportsmanship guidelines to make every effort to keep the score within a reasonable range and avoid “blow-outs.” While there are no “mercy” rules in many Recreation leagues we expect the coaches to use sound judgement in making the game enjoyable for both teams.
- 8. Registered Players Only** – Only players registered with Rumson Recreation for that specific program and age division may participate.
- 9. Borrowing Players** – Coaches may borrow players if they are registered for the current program and in the same age division. Coaches may borrow only if they have too few players to adequately field a team and would otherwise have to cancel, not to increase perceived talent on the team. Coaches may not borrow players during tournament play.

### **D. REGISTRATION POLICIES**

- 1. Policies** – Registration policies are publicly available on the Rumson Recreation web site on the Registration page and the Registration Policy page.

2. **On-Line Registration** – All program registration shall be via the Rumson Recreation/League Apps on-line registration system, unless otherwise indicated.
  - a. All participants must set up an on-line family account on [www.rumsonrec.org](http://www.rumsonrec.org), regardless if paying by credit card, check, cash or applying for a fee waiver.
3. **Open Registration Dates** – The open registration dates will be publicly displayed on the web site and advertised through e-blast, the public and private schools e-blast system, the Borough of Rumson Bulletin Boards, Facebook and Twitter.
  - a. In general, the open registration period is minimum 3-4 weeks, except for summer camps, which may be longer.
  - b. Programs may be cancelled if there is an insufficient number of volunteer coaches or participants.
  - c. If a player is added after the team selection process, coaches will be officially notified by the Recreation Director and provided that player's registration information.
4. **Fees**
  - a. **Program Fees** – Fees will be publicly posted on the web site, and flyers, as practical. Fees may be changed with approval from the Recreation Commission, sub-committee thereof, or the Borough of Rumson Administrator. All fees must be paid in full at the time of registration.
  - b. **Late Fees** – Late fees will be publicly posted on the web site and advertisements.
  - c. **Refund Policy** - Fees are **non-refundable and non-transferable**. Any exceptions to this policy must be approved by the Borough of Rumson Chief Financial Officer.
    - **Approved refunds** – if refund is approved, an account credit for the full amount may be issued..
  - d. **Public Safety Waivers** – Per the Borough of Rumson Ordinance, Rumson Recreation registration fees will be waived for approved Rumson public safety volunteers. Public safety volunteers are subject to the late fee.
  - e. **Financial Assistance** – Residents seeking financial assistance may apply to have their Registration Fees reduced or waived. A determination will be made by the Recreation Director and/or CFO.
  - f. **Payment** – Fees may be paid on-line by Visa, MasterCard or Discover. If participants wish to pay by check or cash or request a waiver they must set up an on-line Family Account on [www.rumsonrec.org](http://www.rumsonrec.org) and complete paper registration form, available on Doc and Links page of web site. Registration will not be accepted unless accompanied by complete payment or waiver request.
    - **Checks** must be payable to Rumson Recreation, Borough of Rumson, 80 East River Road, Rumson, NJ 07760.
  - g. **Cancellations** – If a program is unilaterally cancelled by the Borough of Rumson, fees will be refunded in full within 30 days of cancellation notification.
5. **Capacity** - Program capacity is dependent on facility space and a sufficient number of volunteer coaches. Space is not guaranteed, even during open registration period. Space is allocated on a first come, first serve basis.
6. **Wait List** – When programs have reached capacity, registrants are encouraged to register on-line for the wait list. There is no fee to join the wait list. If and when space becomes available, the next

participant on the wait list will be notified via email. Those who are wait listed during the open registration period will not be assessed a late fee, regardless of when they are released.

7. **Code of Conduct** – By completing a registration, all participants, including coaches, parents, players/campers and spectators, agree to adhere to the Rumson Recreation Code of Conduct (see Appendix). The full Code of Conduct is available on the web site and on every individual registration. Code of Conduct violations will be reviewed and consequences determined at the sole discretion of the Recreation Commission. Failure to uphold the Code of Conduct may result in sanctions including a verbal warning, a written reprimand, immediate suspension from participation, and suspension from future recreation sponsored programs.

#### **E. VOLUNTEER COACHES**

1. **Philosophy** - Utilizing volunteer head coaches is the cornerstone of Rumson Recreation team-based programs. Each team will have a designated volunteer head coach and may have an assistant coach. Rumson Recreation teams may not hire professional coaches as a substitute for volunteer coaches.
  - a. Each season, the Recreation Director will submit to the Recreation Commission a list of all coaches and assistant coaches for review and approval.
2. **Rumson Resident Travel Coach Candidates** – Interested parties are asked to submit a one page application to the Recreation Commission. The travel coach application is available from the Recreation Director. Travel coaches must be approved by a vote of the full Recreation Commission and are for a term of one year, renewable each year
  - a. Final selection of all new travel team’s head coaches will be chosen after the team is selected.
  - b. Assistant coaches will be selected by the Recreation Commission or head coach after the team is selected.
3. **Required Certifications** - All Rumson Recreation volunteer coaches and assistant coaches, including travel and recreation, must complete the following:
  - a. Rutgers SAFETY Clinic.
  - b. An on-line background check every 3 years.
  - c. And an on-line concussion course.
  - d. Rumson Recreation will reimburse any of the above approved certification costs for Rumson Recreation volunteer coaches with valid receipts and completed documentation.
  - e. More information available at [www.rumsonrec.org/coaching\\_requirements.html](http://www.rumsonrec.org/coaching_requirements.html).
4. **Mandatory Safety Meeting** - All coaches, recreation and travel, must attend a mandatory safety meeting led by the Recreation Director before each season. For recreation coaches this usually will correspond with the team selection process.
5. **Code of Conduct** – All coaches must agree to adhere to the Recreation Code of Conduct (see Appendix), available on the web site and as part of each player registration. Violations will be reviewed and consequences determined at the sole discretion of the Recreation Commission. Failure to uphold the Code of Conduct may result in sanctions including a verbal warning, a written reprimand, immediate suspension from participation, and suspension from future recreation sponsored programs.

**F. TEAM SELECTION**

1. **Recreation** - Grade 3-8 teams are selected in a blind draft process by the coaches present at the team selection meeting prior to the season with the aim of equally distributing by grade, gender, town (if open to Rumson & Fair Haven) and school. The coaches/volunteers present at the team selection meeting then review the rosters for fairness and equality.
  - a. **Pre-designated assistant coaches** – Head coaches are allowed to choose an assistant prior to the selection meeting, however, they must gain the approval of all division volunteers present. Trades to evenly distribute the volunteers will be allowed at the team selection meeting to accommodate those rosters devoid of assistant coaches and to evenly distribute volunteer coaches. In the spirit of fair-play, final coaching assignments may be adjusted at the discretion of the Rec Director.
  - b. **No Trades** – Coaches may not trade players after teams have been finalized and agreed upon at the team selection meeting. After the draft only the Rec Director has the authority to make roster modifications.
  - c. **Special requests for placement on a specific team** based on coach, carpool, friend, practice night, etc., unfortunately will not be considered as it is not possible to incorporate individual requests into the team selection process.
  - d. **Notification** – Parents will be notified by their volunteer coach typically within 3-5 days of the team selection meeting. Parents may also look up their team assignment on their family home page and will be notified by the Recreation Director when this information is available.
2. **Travel** – See #4 Team Selection section under G. Travel Sports Policies of this document for more information.

**G. TRAVEL SPORTS POLICIES**

**Mission of Travel Programs**— Expand opportunities for competitive sports to the largest number of residents possible. To allow for a more challenging level of competition for our athletic youth, while encouraging them to participate with their friends and classmates, within the age requirements set forth by the league mandates, in representing the town of Rumson. We seek to develop our youth athletes, improve their skills, and focus on the experience so that each team member increases their enjoyment of the game by being on the team.

1. **Mid-Monmouth Travel Basketball, Rumson Soccer Club (MOSA) and USABL Travel Baseball** are sponsored by Rumson Recreation and are open to age eligible Rumson residents with exceptions as stated in Residency Requirements. Mid-Monmouth and MOSA do not allow individual team membership, only club or town membership. USABL allows individual team memberships, however, only one team per age group will be supported by the Rumson Recreation Commission.
  - a. **Mid Monmouth** – Participants pay one registration fee set and approved by the Recreation Commission, which includes league fees, referee fees, facility fees, and game balls. Players purchase their own uniforms and accessories, and any or tournament fees are separate.
  - b. **Rumson Soccer Club** – Participants pay an annual registration fee set and approved by the Recreation Commission. This includes league fees and referee fees for both the fall and

- spring seasons, game balls and other equipment. Players purchase their own uniforms and accessories, and any trainer fees or tournament fees are separate. Coaches are required to disclose in advance of the beginning of the season the costs of such activities to parents and have them approved ahead of time by the Recreation Director.
- c. **USABL Travel Baseball** – Participants pay an annual registration fee set and approved by the Recreation Commission. This includes league fees both the fall and spring seasons, needed equipment. Players will be responsible for purchasing their own uniforms and accessories, and any trainer fees or tournament fees are separate. Concerns regarding fees can be addressed on a confidential basis with the coach, the Recreation Director or members of the Recreation Commission who will intervene and assist as needed.
  - d. Secondary insurance is provided by the Mid-Monmouth basketball league, MOSA and USABL respectively.
2. **Residency Requirements**– Rumson Recreation sponsored travel sports are open to age eligible Rumson residents only (exceptions noted below).
    - a. **Rumson Soccer Club** - U12 or older teams may apply to the Recreation Commission thereof for permission to add non-Rumson residents if there are not enough Rumson residents to field a team. The need must be based on numbers of players, not perceived talent of a non-resident.
    - b. **Mid Monmouth Basketball** – Only Rumson residents are allowed to play on Mid Monmouth teams.
    - c. **USABL** –Teams may apply to the Recreation Commission thereof for permission to add FH residents if there are not enough Rumson residents to field a team. The need must be based on numbers of players, not perceived talent of a non-resident.
  3. **Age Eligibility** – Each league stipulates the birth age of the division. There are no exceptions to this policy. A player can only tryout and play for a team that coincides with their birth age and league mandates. No underage player will be permitted to play up if there are sufficient players in that age group to select a full team. In the event an age group does not have enough for a roster, players will be allowed to play ‘up’ to allow participation.
  4. **Team Selection** – Tryouts for Rumson Recreation sponsored travel teams will be publicly announced via the typical recreation communication channels and tryout registration will be via the on-line system.
    - a. There are no set teams, each participant must try out and make the team each year. It is anticipated that not all who tryout will be selected for the team.
    - b. When necessary, two tryout dates will be offered. Participants are not required to attend both tryouts, but are encouraged to do so if there are two.
    - c. Tryouts will be led by one or more independent evaluator(s).
    - d. If space, the coach may give consideration to new residents after the team has been established. Any additions must be approved in advance by the Recreation Director.
    - e. Rumson Travel program tryouts are free for all registered participants.
    - f. Notification will take place as soon as practical after the final tryout, usually within 3 days.
    - g. If a child is eligible for to try out for multiple teams based on the leagues age requirements, it is Rumson Recreations rule that the child only try out for one team.
  5. **“B” Teams** – Rumson Recreation does not sponsor two travel teams in one age division.

6. **Playing Time** – it is expected that all players present will play in each game, however, playing time will not be equal among players in travel sports. Playing time will be subject to the coaches' discretion based on multiple considerations including but not limited to (i) the skill level of the player, (ii) the situation of the game, (iii) attendance at practices and games, and (iv) the player's attitude and demeanor. Coaches are encouraged to play the non-starters during games where the outcome has been clearly decided before the conclusion.
7. **Attendance** – Travel players are expected to attend all *in-season* practices and games. Out-of-season travel coaches are asked to give deference to in-season sports, be they recreation or travel. Players will not be penalized for not participating in off-season travel.
  - a. Travel programs are very demanding time-wise. Any player wishing to participate must understand the commitment that the coach will require. Parents are asked to keep this in mind before committing to more than one travel team and other activities that may conflict with in-season activities.
8. **Practices** – Travel sports will be given at least one weekly practice in season, with a maximum two in season, if space allows. Out of season travel sports will be given one weekly practice if space allows.
9. **Tournaments** – Travel teams may participate in tournaments; however, they are encouraged to limit it to one weekend per regular game playing season, so as not to interfere with other commitments. Tournaments are a separate cost, not covered by the registration fee. Tournament participation is optional for all team members. All tournaments must be presented to the Recreation Director prior to registration of the tournament.
10. **Travel Coaches** – Rumson travel teams must be run by a certified volunteer coach, not a professional trainer or paid coach.
  - a. **Application Process** - Interested parties may apply to the Recreation Commission to coach or assistant coach a travel team (see Coach Selection section)
  - b. **Certifications** - In addition to the Rumson Rec certification listed in the Coach section of this document, MOSA soccer teams require that coaches obtain an F License certification. Rumson Recreation will reimburse approved coaches this expense with a valid receipt and appropriate documentation completed.
  - c. **Mandatory Safety Meeting** - Coaches must attend mandatory safety meetings led by the Recreation Director before the start of each season.
11. **Use of Professional Trainers** –Rumson Recreation has granted permission to RFH Rowing Rumson Travel Soccer and Rumson Travel Baseball as eligible to employ outside trainers or professional coaches. Each professional trainer for Rumson Travel teams must be approved by the Recreation Director by following the below guidelines and requirements:
  - a. The trainer must have met the Rumson Recreation coach certification requirements (including, without limitation, background check, concussion awareness training, Rutgers certification) or the equivalent and present these to the Recreation Director in advance of such trainer beginning to work with any team.
  - b. The trainer must provide proof of insurance to the Borough of Rumson and such proof of insurance must list the Borough of Rumson as an "additional insured." Such proof of insurance must be provided in advance of such trainer beginning to work with any team.
  - c. The Recreation Commission has recommended that private trainers will work for an approved organization known to the Borough of Rumson.

- d. **Trainer Compensation:** The Borough of Rumson will vet and compensate all trainers. Trainers shall submit invoices directly to the Recreation Director and, provided that the trainer has a form W-9 on file with the Borough of Rumson, upon review and approval of the invoice, the Recreation Director shall arrange for payment of such invoices. Under no circumstances shall trainers submit invoices to the volunteer coaches or parents nor shall such coaches or parents of the players on the related teams pay such trainer.
  - e. The trainer cannot function as the head coach during competition and should not be on the team sideline during the competition.
  - f. The Recreation Commission may set specific limits on a sport by sport basis in terms of hours and/or practices per week in which professional trainers may be utilized.
  - g. Teams or coaches that do not abide by these guidelines may face discipline from the Recreation Commission including, without limitation, removal of such coach and suspension of use of professional trainers.
12. **Code of Conduct** All coaches, trainers, parents, participants and spectators are governed by the Recreation Code of Conduct, available on the web site and as part of each registration. Violations will be reviewed and consequences determined at the sole discretion of the Recreation Commission. Failure to uphold the Code of Conduct may result in sanctions including a verbal warning, a written reprimand, immediate suspension from participation, and suspension from future recreation sponsored programs.

#### **H. COMMUNICATIONS/MARKETING**

1. **General Communication** - Rumson Recreation advertises Recreation and Recreation Commission/Borough approved events to the community via the Rumson Recreation web page ([www.rumsonrec.org](http://www.rumsonrec.org)), @RumsonRec Twitter, and Rumson Recreation Facebook page, and e-blast communications. In addition, communications are advertised on the Borough of Rumson bulletin boards and flyers and/or e-communications are sent to the public schools, Rumson Country Day School, and Holy Cross. Flyers are also posted in the Rumson Borough Hall lobby, which is accessible 24/7.
2. **Rumson Recreation Approved Third Party-Run Activities** – Some Rumson Recreation approved summer programs and pre-school programs are run by third party directors and have been vetted by the Recreation Director. All third party activities must agree to Rumson Recreation Guidelines and sign a contractual agreement with the Borough of Rumson. Rumson Recreation will advertise these activities through its general communication as listed above.
3. **Unaffiliated Third Party Marketing** – From time to time Rumson Recreation is asked to help promote local not for profit events sponsored by third parties. These requests are submitted to the Recreation Commission or a sub-committee thereof for approval; if approved, they will be posted on the Around Town section of the Rumson Recreation home page. They may also be advertised via the Rumson Recreation Facebook page. Generally speaking, third party requests will not be afforded an individual e-blast, but may be included in an already scheduled newsletter or related Rumson Recreation communication (i.e., soccer cleat drive sent to soccer participants). Rumson Recreation will not advertise for for-profit entities, with the exception of Rumson Recreation approved summer camps or after school programs.

**I. PARKS/FIELD MANAGEMENT**

1. **Rules** - Rumson Borough Park rules are defined in the Borough of Rumson Ordinances
2. **Field Closures** –
  - a. **Long-Term** - The Recreation Commission may impose long-term field closures (seasonal or longer) based on recommendations from the Department of Public Works and the Recreation Director.
  - b. **Short-Term** – The decision of daily field closures due to weather or other adverse conditions will be determined by the Recreation Director and Department of Public Works. Field closure notifications are posted on the home page of the Recreation web site, Facebook and Twitter.
  - c. **Summer** – No permits for grass fields shall be issued to individual teams in June and July so that the fields may rest. Permits may be issued to individual baseball teams or Recreation Commission-approved summer camps. Fields are open for passive recreation.
3. **Field Maintenance** – The Recreation Commission may vote to allocate funds toward seeding and aeration, sodding, etc., as needed, to rehabilitate a field at the end of a season. Further, the Recreation Commission may make recommendations to the Borough of Rumson Council for more substantial changes to fields, such as significant renovations, improving drainage, repurposing, etc.
4. **Field Scheduling** – Seasonal and daily field scheduling shall be done by the Recreation Director in accordance with Green Acres Funding guidelines.
  - a. Permit requests will be submitted to the Recreation Director for approval. All approvals and declines shall be noted in the log book.
5. **Permits & Field Fees** – Permits are required by Rumson Borough Ordinance for organized sports and professional trainers. In some cases a Field Fee may be applicable. Anyone may apply for a facility permit by submitting a request to the Recreation Director. The request must include the official Borough of Rumson form, available at [www.rumsonnj.gov/forms.html](http://www.rumsonnj.gov/forms.html), and insurance (listing the Borough of Rumson as an additional insured). Once approved, any applicable fee must be received prior to the usage date. All requests for Victory Park will be approved by the Borough of Rumson Administrator. Permit holders agree to abide by Rumson Borough guidelines for Field Facility Usage, as described in the Rumson Borough Ordinances.
6. **Park Improvements** – The Recreation Commission may make recommendations to the Borough of Rumson Council and Shade Tree Commission about additional park improvements such as updating or replacing equipment, courts or path renovations, or plantings/tree removal.

**APPENDIX**

1. Coaches Code of Conduct
2. Field Maintenance Manual
3. Harassment, Intimidation and Bullying Policy

**Last Updated 3/21/2019**