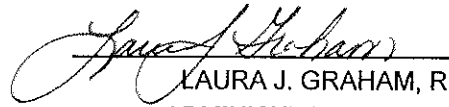


BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY
ORDINANCE #14-5

This ordinance published herewith was introduced and passed upon first reading at a meeting of the Borough Council of the Borough of Oradell, in the County of Bergen and State of New Jersey, held on June 24, 2014 at 7:00 PM. It will be further considered for final passage after public hearing thereon, at a Regular Meeting of said Borough Council to be held in the Town Hall, in said Borough, on July 22, 2014 at 7:00 PM, and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Clerk's Office in said Borough Hall to the members of the general public who shall request the same.



LAURA J. GRAHAM, RMC
ADMINISTRATOR/MUNICIPAL CLERK

BOROUGH OF ORADELL

ORDINANCE 14-5

**AN ORDINANCE TO AMEND CHAPTER 170 OF THE CODE OF THE BOROUGH OF ORADELL
TITLED "PARKS AND PLAYGROUNDS" BY REPEALING AND REPLACING SECTIONS 170-1
THROUGH 170-14**

Section 1

BE IT ORDAINED by the Mayor and Council of the Borough of Oradell, County of Bergen and State of New Jersey that the Code of the Borough of Oradell, Chapter 170 thereof, titled "Parks and Playgrounds" is hereby amended by repealing sections 170-1 through 170-14 and replacing them with the following:

170-1 Recreation Facility Use Priorities and Procedures

Any group of 10 or more is required to obtain a permit to use any Park or Recreation facility in the Borough. Facility Use will be determined by the Director of Recreation based on availability and using the following order established by the Recreation Committee.

Priority #1

Recreation Committee approved Events and In Season Sport Leagues:

- Oradell Little League & Girls Softball (Spring)
- River Dell Lacrosse Association (Spring)
- River Dell Soccer Association (Fall)
- River Dell Jr. Football (Fall)
- River Dell Jr. Cheerleading (Fall)
- Oradell Basketball
- River Dell Wrestling
- Oradell Recreation Tennis

Priority #2

Affiliated Oradell Recreation Leagues, Out of Season Sports Leagues and Groups:

- Travel Baseball/Softball Teams
- Oradell Travel Basketball
- River Dell Soccer Association Blackhawks (Spring)
- Borough Department athletic teams (i.e. Fire Dept, etc.)
- Men's Softball League (Spring)
- Oradell Public School

Priority #3

- River Dell High/Middle School Teams

Priority #4

Any Group of 10 or more not listed as approved or affiliated with Oradell Recreation require an approved Field Use Permit. This includes:

- Residents for a one-time event
- Non-Profit Unaffiliated Organizations/Leagues/Schools
- For Profit Unaffiliated Organizations and Companies

Any organization hosting an event (such as a tournament or clinic) outside their normal field usage (regular scheduled games and practices) needs to request permission from the Recreation Committee. Additional insurance may be required.

170-2 Permit Process

Recreation Committee Approved Events and Sport Leagues' request for field time must be put in writing to the Recreation Director and are expected to be submitted as follows at the:

- April Recreation Meeting for Recreation Committee approved Fall Leagues
- November Recreation Meeting for Recreation Committee approved Spring Leagues
- May Recreation Meeting for Affiliated Recreation Fall Leagues
- November Recreation Meeting for Affiliated Recreation Spring Leagues

It will be expected that the League Presidents or representative be present at the Recreation Committee meeting and provide the following information:

- Requested number of hours of field time
- Financial Statement
- Head Count of Participants

The Recreation Director will allocate the field time based on the number of hours requested and the number of Oradell participants. After Recreation Committee Sponsored and Affiliated Leagues' field time has been allocated, any open field times will be available by permit.

Any Group of 10 or more requires an approved Field Use Permit with proof of minimum insurance requirements.

- One-Time Private Events hosted by Residents

- Requirements: \$1,000,000 limit of liability for general liability coverage and full indemnification and hold harmless.

- There is a \$25 permit filling fee and must allow 5 business days for processing but are not subject to field use fee schedule.

Both Non-Profit and For Profit Unaffiliated Organizations require Field Use Permit and subject to Field Use Fee Schedule. Request will be reviewed monthly by the Recreation Committee at their monthly meeting and therefore must be received at Oradell Borough Hall before noon of the 3rd Wednesday of the month.

- Non-Profit Unaffiliated Organizations

- Minimum Requirements: \$1,000,000 limit of liability for general liability coverage and full indemnification and hold harmless.

- Accident and Health Insurance

- For Profit

- Minimum Requirements: \$1,000,000 limit of liability for general liability coverage and full indemnification and hold harmless.

- Accident and Health Insurance

Reminder: Any organization hosting an event (such as a tournament or clinic) outside their normal field usage (regular scheduled games and practices) needs to request permission from the Recreation Committee. Additional insurance may be required.

170-3 Fee Schedule

Both Non-Profit and For Profit Unaffiliated Organizations are subject to the field use fee schedule. Upon the recommendation of the Recreation Committee, the Mayor and Council reserve the right to waive the fee on a case-by-case basis.

<u>Field Description</u>	<u>2 hours</u>	<u>Half Day 4 Hrs</u>	<u>Whole day 8 Hrs</u>	<u>2 hrs lights</u>
DPAC (North Side)	\$ 100	200	400	\$ 200
DPAC (South Side)	\$ 100	200	400	\$ 200
DPAC (Baseball Field 90')	\$ 200	NA	NA	\$ 200
DPAC (Softball Field 60')	\$ 200	NA	NA	\$ 200
DPAC (whole Complex)	\$ 200	\$400	\$800	\$ 400
Muehleck Little League 60'	\$ 75	\$ 300	\$ 500	NA
Memorial Field Softball 60'	\$ 60	\$ 200	\$ 400	NA
Caruso Baseball Field 90'	\$ 60	\$ 200	\$ 400	NA
Park Avenue Field	\$ 60	\$ 200	\$ 400	NA
Prospect Avenue	\$ 60	\$ 200	\$ 400	NA
Grant Field-East 60'	\$ 40	\$ 100	\$ 200	NA
Grant Field-West 60'	\$ 40	\$ 100	\$ 200	NA
Grant Field-whole	\$ 100	\$ 200	\$ 400	NA
Hoffman Field 60'	\$ 40	\$ 100	\$ 200	NA

The Fee is non-refundable except in the case of extreme inclement weather or any unforeseen circumstances that cause a Borough Official to close the facilities.

170-4 Facility Compliance

The Borough's athletic fields are in great demand and are one of our most valuable assets. The Borough is investing a significant amount of time, materials, and money to improve and maintain the town's fields. As a result, compliance with the Field Guidelines is extremely important. To help ensure proper access and proper maintenance of the fields, the Recreation Committee has established a three (3) Violation policy as described below. The League President is responsible for notifying coaches, parents and players about the field usage policies at the start of each season.

Below is a list of violations of the Oradell Facility Use Policy:

- Playing/practicing in inclement weather when fields are closed (see Inclement Weather Policy on the next page).
- Violation of any other Borough Ordinance.
- Any action that may put a child in danger will automatically be considered the second violation (i.e. lightning present, etc.).
- Excessive and/or repeated instances of not cleaning up litter.
- Any action, which could cause damage to a field (i.e. brushing or raking clay onto the outfield grass, improper equipment on the Doug Parcels Athletic Complex fields, etc.)

Following activities are not permitted by participants, coaches and spectators at any of the fields:

- Tobacco chewing
- Glass containers
- Cigarette or cigar smoking
- Alcoholic beverages and controlled dangerous substances
- Gas or open flames
- Golfing
- Bikes, scooters, skateboards. or rollerblades
- Any violation of the Doug Parcels Athletic Complex regulation (see page 9).

Violations to this policy will be addressed as follows:

First Violation: A letter from the Director of Recreation will be sent to the user group's President or coordinator documenting the violation of the Oradell Field Use Policy. This letter will serve as official documentation of the violation and will be kept on file at the borough hall. The President or coordinator will speak to the party/parties involved warning them to not commit this violation again in the future.

Second Violation: A second letter will be sent to the user group's President or coordinator documenting the violation of the Oradell Field Use policy. A fine of \$250 will be assessed to the league. There is a possibility of the league or team losing field time. This will be determined by the Recreation Committee and/or Recreation Director.

Third Violation: Another letter will be sent and kept on file. There will be a fine of \$500 assessed to the league. The coach or manager may be removed, if warranted, as determined by the Recreation Director/Recreation Committee.

170-5 Inclement Weather

In the event of inclement weather, fields may be closed. The Recreation Department, DPW, Oradell Police Department and Oradell OEM reserve the right to close a field if deemed necessary. Compliance from the teams/coaches is expected. Field closures will be determined by the Director of Recreation, Recreation Committee representatives and/or league officials.

Groups cannot play on fields that have been closed. If play or practice takes place, the town may bill the user group for damage to the fields and/or revoke field privileges. Violations will result in a violation against the organization. Once a game has started, game suspension will be determined by umpire or referee.

Thunder and Lightning

The following guidelines are to be followed WITHOUT EXCEPTION whenever there is thunder and/lightning activity before or during a game or practice.

1. At the first sound of thunder and/or the activation of the detection system, the game/practice is to be suspended for 30 minutes.
2. The 30 minute wait period is reset after each sound of thunder or each time lightning is seen. Do not wait until you see lightning - you must suspend the game even if there is only thunder. Obviously, any lightning activity will be treated similarly.
3. When the game/practice is suspended, you must immediately clear the field and remove all players to the safety of cars or shelter. Standing under trees does not meet this requirement.
4. After the all clear signal and strobe light has deactivated (30 minutes after the last instance of lightning or thunder), the coaches and officials determine if it is safe to play (meaning that there is no thunder and lightning in the area). You may decide to abandon the game/practice or suspend it for another 30minute period.

These procedures are adopted from the Bergen County Umpires Association.

DO NOT ALLOW ANYONE TO PRESSURE YOU ONTO DISREGARDING THESE GUIDELINES. THE DESIRE TO PLAY THE GAME SO THAT IT IS AN OFFICIAL GAME IS NOT A VALID REASON FOR JEOPARDIZING THE SAFETY OF THE PARTICIPANTS.

170-6 The Doug Parcels Athletic Complex (DPAC)

The following activities are PROHIBITED on the Synthetic Field:

- Wearing of metal spikes
- Littering
- Food consumption of any kind
- Gum or tobacco chewing
- Glass containers
- Cigarette or Cigar smoking
- Alcoholic beverages and controlled dangerous substances
- Gas or open flames
- Golfing
- Bikes, scooters, skateboards, or rollerblades
- Remote controlled planes, cars or any other models powered by any electrical or mechanical device
- Vehicles (except when authorized)
- Sleds or goals with metal, steel, or aluminum runners
- Animals
- Unauthorized-use of marking paints, lime or any other liquid or powder to mark the field surface
- Unauthorized snow removal from the artificial surface if the field is snow covered or closed
- Lawn chairs or erection of tents or stands

170-7 Mandatory Contribution to DPAC Fund

All Oradell Recreation sponsored and affiliated leagues must make a mandatory contribution to the DPAC fund.

The fee paid will be based on the hourly usage of the facility. For every 100 hours of use, the payment will be \$1000. Partial blocks of time will be paid on a fractional basis: 25 hours, \$250, etc. Each field is considered separate usage. For example, if both DPAC North and South Fields are used for 3 hours together it is considered 6 hours of usage.

50% of the fee owed for the season will be paid prior to first practice; balance is due at the end of the season, based on total hours used.

These fees will be used to defray the replacement and maintenance costs of the turf.

170-8 Concession Stands

There are concession stands located in the two field houses in Oradell, at Memorial Field and DPAC. Recreation programs can use the concession stands for fundraising purposes. It also provides an important service to the spectators at the fields.

It is important that the rules and regulations of the Board of Health be observed in the serving of food. In addition, at least one person from each organization using the concession stands must take the Food Handlers course offered by the Bergen County Board of Health. Information about the course is available from the Oradell Board of Health.

Keys to each concession stand will be distributed by the Recreation Director at the beginning of the season to the respective organization and must be returned at the end of the season. In the case of DPAC, it is possible for two organizations to use the concession stand during the same season – football/soccer in the fall and baseball/softball/lacrosse in the spring. There are two refrigerators and ample storage space to be shared. At the end of the season the facility must be left in clean condition, including the refrigerators.

170-9 Guidelines for Athletic Programs

These Guidelines have been established to help ensure that the Athletic Programs of Oradell promote sportsmanship, are designed for the benefit of the children and that all leagues follow a consistent set of procedures covering the following important areas:

- Coaching requirements
- Conduct of Coaches, Parents and Guardians
- Financial condition of each League
- League responsibilities

170-10 Organizations Subject to Borough of Oradell Guidelines for Recreation Programs and Facility Usage:

This document establishes the guidelines to be followed by Oradell's Athletic Program including certain programs operating in cooperation with River Edge.

Fall season: Start date is on or about the second Monday of August.

Winter season: Start date is on or about the Monday after Thanksgiving.

Spring season: Start date is on or about the first Friday of March.

Exceptions to these start dates must be presented to the Recreation Committee for review by the league president.

- 1) Oradell Junior Basketball
 - a. Travel Teams
 - b. Recreation Teams
- 2) Oradell Little League
 - c. Travel Teams
 - d. Recreation Teams
- 3) River Dell Cheerleading
- 4) River Dell Junior Football
- 5) River Dell Junior Wrestling
- 6) River Dell Soccer Association
 - e. Travel Teams (i.e., Blackhawks)
 - f. Recreation Teams
- 7) River Dell Lacrosse Association

- 8) Men's Softball
- 9) Oradell Tennis Association

Note: any future leagues that become recognized/sanctioned by the Oradell Recreation Committee must follow these guidelines.

170-11 Coaching Requirements

Compliance

Background Check/Fingerprint and Certification procedures

Each League President is responsible for ensuring, by signing a verification letter (Exhibit VI) that each coach assigned to any team in his/her league has met both the Certification and Background Check/Fingerprint requirements. Further details of Background Check/Fingerprint procedures are include in Section VI, "League Responsibilities", page 17.

Procedures

1. Background Checks

The background checks must be administered pursuant to provisions of N.J.S.A. 15A: 3A-1 et seq. Effective immediately, background checks previously administered ONLY under the Borough Ordinance No. 05-16 are no longer accepted.

All volunteer coaches must submit to and successfully complete a background check/fingerprint check currently conducted by a 3rd party, the MORPHO TRAK INC. Coaches are responsible for the cost of fingerprinting.

*****This procedure for background checks replaces Borough of Oradell Ordinances No. 04-06 and No. 05-12 and Chapter 102-2 and 102-3.**

2. Certifications

In addition, a coach must provide a certificate from the following programs to the Recreation Director in order to be eligible to coach:

Rutgers S.A.F.E.T.Y. Clinic

This Course will be offered in house or can be taken at other facilities such as neighboring towns and hospitals. Coaches must complete this course and submit the documentation to the Recreation Director for the town's records. Oradell Recreation may cover the cost of the course when taken in house.

Heads Up! Concussion in Youth Sports

The CDC (Centers for Disease Control) prepared a free online training program that produces a certificate upon successful completion of the course. All Coaches must

complete this course and submit the documentation to the Recreation Director for the town's records.

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

3. Code of Conduct

The Borough of Oradell strongly supports the ideals promoted by the National Youth Sports Safety Foundation that the essential elements of character building and ethics in sports are embodied by the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

To reinforce the importance of these principles, each coach must sign a Coaches Code of Conduct, which is attached as Exhibit II. Each coach must sign a new Code of Conduct, each year and for each program in which the individual is a coach.

If a League assigns a coach who has not met the criteria described above, the League President and/or the coach may be suspended and the league may be subject to fines up to \$1,000. If an individual does not successfully complete the background check and continues to coach, the League will be fined, the League President may be suspended and the individual may be subject to fines. Should a League's President be suspended, removed for any reason or resign the position, the League's by-laws should establish a process for replacing the president.

Coach's Code of Conduct (see Exhibit II)

Each league President is responsible to ensure that each coach signs the Coaches Code of Conduct. *If a Code of Conduct is not signed, a coach is not permitted to participate.* The league President is also strongly encouraged to promote the ideals embodied by the Code of Conduct by reminding coaches about the Code in all communications, league meetings and orientation programs. All code of conduct violations must be reported to Recreation Director within 2 days.

If a league official or a coach becomes aware of a situation where the behavior of another coach is inconsistent with the Code, he/she should notify the umpire/coach and remind him/her of the Coaches Code of Conduct and politely ask the coach to refrain from the inappropriate behavior. If the inappropriate behavior continues, the coach or league official is permitted to cancel the remainder of the game.

If a coach displays behavior inconsistent with the Code of Conduct and whether or not the game is cancelled, the league official or other coach must report the incident, preferably in writing, to the league president. The league president must notify the Chairperson of Recreation Committee and the Borough's Recreation Director in writing within 3 days after an incident has been reported. The Chairperson of the Recreation Committee shall notify the Chairperson of the River Edge Recreation Committee (if applicable) in order to ensure that patterns of inappropriate behavior are detected and addressed.

The Chairperson of the Recreation Committee or his/her designee shall contact the League President to discuss the incident, set up a meeting with the parties involved, if necessary, and review the proposed disciplinary action recommended by the League President. A sample of the disciplinary actions available

to the League and Recreation Committees are outlined in the Code of Conduct and may include requiring a written apology from the coach, suspension of the coach for one or more games, or a permanent expulsion from all coaching privileges from any sport. In addition, the Chairperson of the Recreation Committee shall send a letter to the offending party confirming the incident, describing the penalty and require that the coach re-sign the Coaches Code of Conduct.

Future changes to procedures

The Recreation Committee reserves the right to modify from time to time these Certification and Background Check/Fingerprint procedures and the Coaches Code of Conduct in order to meet legal or insurance requirement changes or to comply with new procedures established by the Borough's Mayor and Council.

170-12 Parent/Guardian Code of Conduct (see Exhibit III)

Overview

The Borough of Oradell strongly supports the ideals promoted by the National Youth Sports Safety Foundation that the essential elements of character building and ethics in sports are embodied by the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

Procedures

As a way to reinforce the importance of sportsmanship and the six-core principle described above, each parent or guardian must sign a Code of Conduct – attached as Exhibit III. The Code of Conduct must be signed each time a parent or guardian registers a child to participate in an athletic program.

Compliance

Each league president is responsible to ensure that the parent or guardian of each participant signs this Code of Conduct. *If a Code of Conduct is not signed, the child is not permitted to participate.* The league president is also strongly encouraged to promote these ideals by reminding Parents/guardians about the Code in all communications between the League and the parent or guardian. In addition, League officials and coaches are expected to promote these ideas to the participants.

If a league official or a coach becomes aware of a situation where the behavior of a parent/guardian or spectator is inconsistent with the Code, he/she should calmly approach the spectator or parent/guardian and remind him/her of the Code of Conduct and politely ask the person to refrain from the inappropriate behavior. If the inappropriate behavior continues, the coach or league official is permitted to cancel the remainder of the game.

If a spectator, parent/guardian displays behavior inconsistent with the Code of Conduct and whether or not the game is cancelled, the league official or other coach must report the incident, preferably in writing, to the league president. The league President must notify the Chairperson of

Recreation Committee and the Borough's Recreation Director in writing within 3 days after an incident has been reported.

The Chairperson of the Recreation Committee shall contact the League President to discuss the incident, set up a meeting with the parties involved, if necessary, and review the proposed disciplinary action recommended by the League President. A sample of the disciplinary actions available to the League and Recreation Committees are outlined in the Code of Conduct and may include requiring a written apology, suspension of the parent/guardian or child for one or more games, or a permanent expulsion from attending any further games. In addition, the Chairperson of the Recreation Committee shall send a letter to the offending party confirming the incident, describing the penalty and require that the parent re-sign the Parent/Guardian Code of Conduct.

170-13 Financial Information

Financial Information

Each league must prepare and submit to the Recreation Committee the financial information in accordance with the format included in Exhibit IV (A) and Exhibit IV (B). Sports programs must file tax returns if required by law and provide copies to the Recreation Committee within 30 days of annual filing.

Compliance

Each league President is responsible for preparing the budget and year-end financial summary as described above and reviewing it with the Recreation Committee on a timely basis. Failure to comply with the above policy may result in limited or loss of access to fields or facilities.

Procedures

To assist the Recreation Committee in fulfilling its responsibilities, the Committee requires each organization covered by these Guidelines to prepare and submit to the Recreation Committee a budget 30 days prior to the start of any league activity each season and a summary of financial results within 60 days after the end of each season.

In order to facilitate the Committee's review of such information, each league President or designee shall present to the Recreation Committee its budget and year-end financial summary, signed by the league president and league treasurer in a format substantially similar to the example format attached as Exhibit IV (B).

170-14 League Responsibilities

Overview

The day-to-day activities of each Sports Program are governed by its officers led by the President of each league.

In order to meet its responsibilities to the Mayor and Council, the Recreation Committee has prepared this set of Guidelines to communicate the following administrative and organizational activities, which must be

followed by each League. In addition to the items noted in previous sections, each League is responsible for the following:

By-laws

Each league shall create and maintain by-laws defining its name, organizational structure and other relevant information. Each League's by-laws shall be submitted to the Recreation Committee at the beginning of its season. See Exhibit VI (A) for a sample outline of by-laws.

Registration

Each League must collect the following at time of registration:

- Application and Fee
- Parent/Guardian Code of Conduct
- Medical Release Form
- Coaches Code of Conduct

Communication with Recreation Committee

The President or designated representative from each League must meet with the Recreation Committee before the start of the season to discuss upcoming season, issues, needs, etc. Each President shall provide the committee with information about the League including but not limited to the following:

- Organization Structure
- Field needs
- Number of Teams Participating
- Schedule for the Season (in format required by Recreation Director)
- Financial information described in Exhibits IV (A) and (B)
- Any Changes in By-Laws

Coaches Compliance with Background Checks and Certification

Each League President must ensure that each coach in the league has:

- Successfully completed a background check/Fingerprint as described in Exhibit I
- Completed the necessary coaching certification programs as described in Exhibit I
- Signed a Coaches Code of Conduct – Exhibit II

Each league President must verify the requirements outlined in these guidelines by submitting Exhibit VI two weeks prior to the start of the season

Section 2. If any part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed or amended to the extent of such inconsistency.

Section 4. This Ordinance shall take effect upon final passage and publication according to law.

BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY
ORDINANCE #14-5

AN ORDINANCE TO AMEND CHAPTER 170 OF THE CODE OF THE BOROUGH OF ORADELL
TITLED "PARKS AND PLAYGROUNDS" BY REPEALING AND REPLACING SECTIONS 170-1
THROUGH 170-14

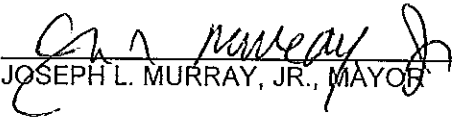
Introduced: June 24, 2014

Passed: June 24, 2014

Public Hearing: July 22, 2014

Adopted: July 22, 2014

Approved: July 22, 2014



JOSEPH L. MURRAY, JR., MAYOR

(SEAL)

ATTEST:


Laura J. Graham, RMC
Administrator/Borough Clerk

This to certify that the foregoing ordinance was finally passed and adopted at the Regular Meeting of the
Borough Council of the Borough of Oradell, New Jersey on July 22, 2014.


Laura J. Graham, CPM, RMC
Administrator/Borough Clerk