



RECREATION TEAMS - DIRECTOR AND COACH POLICIES

DEPARTMENT OF RECREATION CONTACTS:

Mike Pero, Recreation Superintendent

mpero@secaucus.net, Office: (201) 330-2078, Cell: (201) 273-0513

Dennis McCaffery, Recreation Coordinator

dmccaffery@secaucus.net, Office: (201) 330-2078

Shannon Waters, Recreation Department, RecDesk Liaison (all RecDesk needs)

swaters@secaucus.net, Office: (201) 330-2079

The Town of Secaucus strives to provide a variety of quality sports programming to the Town's youth and an opportunity for all children to learn and grow in a fun environment.

A big "Thank You" to you, the talented and dedicated Directors and Coaches, for helping to make the Town's recreation program a success and an experience that these young participants will remember.

The following policies and the Code of Conduct shall be adhered to by all Directors and Coaches and will be discussed at the program's pre-season meeting. Please note that these policies are not all inclusive and may be amended at any time at the discretion of the Town of Secaucus. The Superintendent of the Department of Recreation or his designee will advise of any policy changes and directly discuss with each sport of additional policies that apply. If a Director or Coach has any questions, needs assistance with a situation or wants to share ideas for the program, please reach out to the Superintendent of Recreation via e-mail or telephone at any time.

Wishing you a successful recreation season.

MISSION STATEMENT: Secaucus Recreation and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

General Policy

Any activity during the season should strongly consider the spirit and promotion of general recreation programming policies including, but not limited to:

- ✓ Good sportsmanship
- ✓ Positive support for all players, Coaches, parents and others
- ✓ Inclusion of all
- ✓ Equal treatment of all participants in any activity with respect, regardless of race, creed, color, national origin, sex, sexual orientation or ability/skill level
- ✓ Engagement in activities, practice and play that protects the health, safety and well-being of every participant
- ✓ Adherence to the Code of Conduct

Director Responsibilities

- Pre-Season:
 - Directors must contact the Recreation Department at least two (2) months prior to the season start date with all pre-season set up information, including program dates, enrollment numbers/capacity, waitlist period and other planning details to ensure proper input on the Community Pass System for resident notification.
 - Ensure all Coach information (full name, address, e-mail and telephone numbers) is presented to the Coordinator prior to the start of the season in order for the Coordinator to contact Coaches and have all certifications completed timely (this includes, but is not limited to, CPR, Concussion Training, Background Check, Protecting Students from Abuse and Code of Conduct). No Coach is permitted to work with the program until all items are completed.
 - Directors and Coaches must attend a pre-season meeting with the Coordinator as scheduled by the Department of Recreation, in addition to any training sessions mandated by the Department of Recreation in order to participate in the season. Training requirements for particular sports are at the discretion of the Superintendent and the Coordinator of the Department of Recreation.
- It is your duty and responsibility to be familiar with the Community Pass system and utilize such for all official rosters and announcements of registrations for the season (teams, clinics). All children participating in any capacity **MUST** be on the roster from the Community Pass system and in compliance with all grade level/age requirements set by the Department. No child is permitted to be on the playing area for any practice or game without being registered; this is critical to ensure that all forms, emergency contact information and waivers are in place.
- No Director or Coach shall accept any registrations or payments outside of the Community Pass system.
- All rosters should come from the Community Pass system, which you will have Coach access to. It is the Director's responsibility to work with the Community Pass Administrator to have all children on the roster properly as it can be verified and updated throughout the season with ease. Please stay in contact with the Recreation Department for any Community Pass needs at the numbers listed above.
- You are responsible for informing and ensuring that your Coaches are aware of all Town policies. This includes facility requirements, such as proper set up and clean up.
- All practice schedules and game schedules must be submitted to the Coordinator and Community Pass Administrator to be posted on Community Pass. This will assist the Department in scheduling/cancellation notifications and provide an easy reference for parents and players.

- Any cancellations or changes to time or location or other details should be submitted as soon as possible to the Coordinator and the Community Pass Administrator. Please understand that the posting of such may not be immediate if not during regular business hours, however, details will be posted as soon as practicable. You are still responsible for last minute notification directly to all Coaches, parents and players if an emergency situation arises.
- If at any time during the season, a change to the program or additional activities would like to be added, such must be presented to the Coordinator and Superintendent for review and approval/denial at least fourteen (14) days in advance.
- If at any time any questions, concerns or issues arise, please reach out to the Recreation Superintendent or the Recreation Director. If you feel that a matter needs attention from outside of the Recreation Department due to non-resolution or a potential conflict, please reach out to Town Administrator Gary M. Jeffas, Esq. at 201-330-2008 or gjeffas@secaucus.net.

Coach Responsibilities

- Please utilize the official roster provided by your Director or the Recreation Coordinator only. All children participating in any capacity **MUST** be on the roster from the Community Pass system. No child is permitted to be on the playing area for any practice or game without being registered. Coaches **MUST** have complete, updated rosters in hand at **ALL** practices and games so that emergency contact information for participants is readily available.
- Ensure that all of your contact information remains updated throughout the season with the Director and Coordinator.
- Prior to the start of the season, you must have all certifications completed timely (including, but not limited to, CPR, Concussion Training, Background Check, Protecting Students from Abuse and Code of Conduct). No Coach is permitted to work with the program until all items are completed.
- You are responsible for adhering to all Town policies as set forth and as told to you by the Superintendent, Coordinator and Director. This includes facility requirements, such as proper set up and clean up.
- ALL practice schedules should be arranged with the Community Pass Administrator, who will submit such to the Director and post on town calendars. This will assist the Department in scheduling/cancellation notifications and provide an easy reference for parents and players.
- ALL game schedules should be arranged by the Director, who will submit such to all Coaches along with the Community Pass Administrator for posting on program web site.
- Any cancellations or changes to time or location or other details should be submitted as soon as possible to the Director, who will then advise the Coordinator and Community Pass Administrator accordingly. Please understand that the posting of such may not be immediate if not during regular business hours, however, details will be posted as soon as practicable. You are still responsible for last minute notification directly to all team assistants, parents and players if an emergency/last minute situation arises.
- All Coaches must attend a pre-season meeting with the Director as scheduled by the Department of Recreation, in addition to any training sessions mandated by the Department of Recreation in order to participate in the season. Training requirements for particular sports are at the discretion of the Superintendent and the Coordinator.
- If at any time any questions, concerns or issues arise, please reach out to your Director, the Recreation Superintendent or the Recreation Coordinator. If you feel that a matter needs attention from outside of

the Recreation Department due to non-resolution or a potential conflict, please reach out to Town Administrator Gary M. Jeffas, Esq. at 201-330-2008 or gjeffas@secaucus.net.

Facility Requirements

- Please ensure that the field or facility is opened timely so that children can access the playing area in a safe manner.
- It is the responsibility of the Director and the Coaches to make the field or facility ready for play at the start of a practice or game.
- At the conclusion of practice or play, any equipment or items utilized or put on the playing area needs to be removed and stored appropriately, leaving the area clean and ready for other use.
- Please be aware that other teams and the public utilize the same locations. Remind all players, parents and spectators to clean-up after themselves and ensure that the area is free of debris or hazards. All garbage should be placed in the proper receptacles for DPW disposal.
- **LIGHTS:** Please note the specific instruction for the field or the facility you are utilizing. For all locations, please report any lighting difficulties or outages to the Coordinator.
 - **Kane Stadium:** All lights must be turned on and off by the Coaches at the field for practices and games. The lighting panel should remain locked at all times. All Coaches should receive a key for the lighting panel located by the concession stand. All keys should be returned to the Coordinator at the end of the season.
 - **Shetik Field:** Lights are automatically programmed by the Department of Recreation in accordance with the practice and the game schedule submitted by the Coordinator in advance of the season. Any changes needed to the light schedule should be submitted as soon as practicable to the Coordinator via e-mail.
 - **Mill Ridge Field:** Lights will be turned on and off by the Department of Recreation in accordance with the practice and game schedule submitted by the Director in advance of the season. Any changes needed to the light schedule should be submitted as soon as practicable to the Coordinator via e-mail.
 - **Indoor Facilities:** Coordinators are aware of the various locations for light switches at the recreation facilities that do not have Department of Recreation staff present. Please ensure that Coaches are aware of the switch locations and that the lights are turned on and off at the beginning and end of use.
- Please follow any additional opening or closing procedures for the particular field or facility that you are using in accordance with direction given by the Coordinator.

Player and Participant Safety

- A child should **NEVER** be left unattended at a field or facility. All Coaches must ensure that each player leaves with a parent, guardian or a designated adult.
- **Coaches MUST have completed, updated rosters in hand at ALL practices and games so that emergency contact information is readily available.**
- Only official program personnel (Directors and Coaches) and players should be on the field/court or in the play area of a facility (i.e. sidelines, players, benches, dugout, etc.) at any time.
- **Accidents or Injuries:** Report any accidents or injury (regardless of how minor the incident may seem) within forty-eight (48) hours to the Superintendent and Coordinator of Recreation via e-mail or personal

delivery. Please use the forms provided by the Coordinator at the beginning of the season and keep such on hand for all Coaches to use throughout the season.

- In the event of a medical emergency during a practice or a game, please call 9-1-1 and take appropriate action in obtaining emergency care and follow any CPR and First Aid training. The Director or the Coach should use all reasonable efforts to reach an emergency contact of the Participant immediately. Contact with the parent or guardian should be documented in the incident report submitted to the Superintendent, Coordinator and the Director.
 - In the event a minor accident or incident occurs with any Participant, please ensure that a parent or guardian is notified upon pick up. Contact with the parent or guardian should be documented in the incident report submitted to the Superintendent, Coordinator and the Director.
 - In the event of Participant illness, please ensure that a parent or guardian is immediately contacted and asked to pick up the child if necessary.
- Code of Conduct Violations: Report any Code of Conduct violations to the Superintendent and the Coordinator of Recreation within forty-eight (48) hours via e-mail or personal delivery. Details should be submitted in writing in a form suitable to the Coordinator. The Superintendent and the Coordinator are responsible for the handling of all violations once submitted.

Tournaments

- Requests for participation in tournaments during the sport season must be submitted to the Coordinator of Recreation in advance of the season. The Coordinator will review all tournament details and inform if participation can be accommodated. Pre-season tournament participation is not permitted. Planning for tournaments is critical for administration and budgeting purposes.

Team Transportation

- Requests for buses or transportation for football and cheerleading programs must be submitted by the Coordinators directly to the Board of Education with a copy to the Superintendent of Recreation in advance of the season in accordance with the practice and game schedule. The Board of Education will coordinate transportation based on team size, dates, times and other specifications.
- For all teams: Any transportation requests that may arise should be submitted to the Director and Coordinator at least twenty (20) days prior to the transportation need. Provision of any transportation is at the discretion of the Superintendent based on the information provided and availability. Appropriate forms and waivers must all be properly submitted in advance of any transport.
- For all transportation provided, Coordinators, Directors and Coaches should ensure that all riders follow the directions of the bus driver and/or aide and follow all safety directions, including, but not limited to, wearing seat belts at all times.

End of Season Policies

- To celebrate the success of each sport season, the Department of Recreation will host a pizza party for all teams and their Director and Coaches at a Town facility. In order to make these celebrations a success, the Director should speak to the Coordinator at least thirty (30) days prior to the end of the

season to pick a date and location. This will help ensure room availability, celebration supplies and time to invite everyone. Party food will be arranged by the Superintendent or Coordinator.

- Each Director may request participation awards or medals be provided by the Department of Recreation at the end of the season for each player. The purchasing of said item is at the discretion of the Superintendent and the Coordinator.
- For teams that win a championship, the Department of Recreation will supply each player with a clothing article (i.e. sweatshirt, jacket, etc.) chosen by the Director and approved by the Coordinator and the Superintendent at a cost not to exceed \$75.00 per player. The item price may not exceed the stated amount and shall not be supplemented by any player or parent contribution or any other means. No trophies will be provided by the Department of Recreation.

Return this signed document to the Recreation Office

Date: _____

Director's Name (Print)

Director's Signature

Coach's Name (Print)

Coach's Signature