

## GENERAL CLASS POLICY

All classes are held at the Community Center unless otherwise indicated. Please carefully note the date and time of your class. We register a lot of individuals for each program session of activities. You will be notified by e-mail of any changes or cancelled classes. So, it is very important we have an e-mail address. Please make sure your schedule will permit you or your child to take the class before registering. We cannot issue refunds once a program has begun unless the recreation department cancels or changes the advertised schedule of the class. Please arrive on time for classes, we cannot hold up the start of the program for those who are late. Classes begin promptly at the scheduled. To ensure the safety of your child please accompany them to and from the program. Unfortunately, we have no supervision for children after the program ends. Please be on time at the end of the class to pick your child up. We may find it necessary to charge an additional fee to parents who are habitually late in picking up their children. We will re-schedule all classes that the recreation department cancels, however, we cannot re-schedule classes for children and adults who will miss classes.

**General:** All programs are held at the Community Center unless indicated otherwise. Please note the dates and times of your class. **No child should be dropped off and left unattended.** A parent should be with him/her until program begins.

**Inclement weather policy:** The Cresskill Recreation Department will close if the Borough Hall is closed or if it is unsafe for a program to be held. The notification of closing will be sent out by e-mail.

**Grade/Age Specifications:** Restrictions have been placed on each program for the benefit of the students enrolled as well as the instructor. Any child not within the Age/Grade specifications set for any class will be removed.

**Residency:** The Cresskill Recreation Department is a municipally run organization. Our priority is to the residence of Cresskill. Any individual wishing to participate in any activity (@ the resident rate) **MUST PROVE THEIR RESIDENCY!** When registering **ALL PARTICIPANTS** will be required to show: two proofs of residency.

**Payments:** The only form of payment accepted will be checks, money orders or credit cards. Programs must be paid for in full at time of registration. Spaces will not be held without payment. All checks should be made payable to the **Borough of Cresskill**

**Registrations:** You may register in person at the Community Center or on-line at [www.cresskillboro.com](http://www.cresskillboro.com). A \$20 registration fee must be paid for each participant. This fee is a one-time fee per year, and it covers the participant for insurance for the calendar year, as well as provides each participant access to utilize TeamSnap for programs.

**Late Registration:** A \$25 fee will be charged if not registered seven business days prior to a program start date.

**How to watch a good program die:** Nothing kills a program faster than participants who wait until the last minute to enroll. There is a point at which courses must be canceled due to insufficient registration. **Please enroll early!**

**Refunds:** All requests must be made in writing. Please send your request by email to [jmitchell@cresskillboro.org](mailto:jmitchell@cresskillboro.org). All activities will have limited enrollment to ensure adequate spacing and distance. Refunds will not be given seven business days prior to the start of a program or after the program begins. Refunds will be made if a program is canceled due to insufficient enrollment. A **20%** administrative fee will be charged for any cancellation prior to the seven days. Any late fees or pro-rated portion of days attended that may have been paid will also be lost to the registrants. Prorated refunds can be authorized for medical reasons upon presentation of a physician statement. Refunds or credits are not issued for classes missed due to illness or vacations. No refunds are issued for programs involving bus transportation, contracted services/instruction. Refunds will be made if a program is cancelled due to insufficient enrollment. There may be times when classes may be cancelled due to inclement weather, facility shut down, etc. Every attempt will be made to reschedule a cancelled activity and participants notified. However, if we are unable to make up the class, there will be no refund arranged in this case. Refunds are issued through borough checks. Please allow at least six to eight weeks for a refund check to be mailed to your residence listed on account.

**Insufficient enrollment:** If group minimums are not met, programs may be condensed, start later to allow for further enrollment or cancelled. Those enrolled in the program will be notified of all changes by e-mail

**Pick-Up:** Please arrive at the designated time to pick up your child from classes or activities. Unfortunately, we do not schedule supervision for children after class ends. There will be a **fee charged for lateness**. Fees will be charged in 15-minute increments and will be \$15 for each 15 minutes. In the event you are late to pick up your child more than three (3) times, **your child will be removed from his or her class**, without refund.

**Photos:** Please be advised that participants involved in any recreation programs or special events are subject to being photographed to promote and document recreation opportunities. Participation in a recreation activity acts as your consent to such photographs. Any photos obtained may be used in the future by the Recreation Department for programs, guides, brochures, pamphlets, flyers, news releases, etc., without obligation to provide compensation.

**Equipment Return:** Coaches who do not return equipment to the Recreation Department are prohibited from coaching in future programs until the equipment is returned.

**COVID Protocols:** Parents and/or Guardians need to understand that if they are sending

their child to and Program, they are attesting that their child is not ill, nor has come into contact with anyone infected with COVID-19 in the previous 10-14 days, and participant does not have a fever of 100.4 or above. We will not need to do the daily COVID screenings, questionnaires, or temperature checks like we have had to do over the past year.

**Coach Information:** If you are interested in helping as a coach, please contact the Recreation Department at 201-816-8065 or e-mail [jmitchell@cresskillboro.org](mailto:jmitchell@cresskillboro.org). All coaches must be certified in the sport they will coach. You must be certified through NAYS or Rutgers. All coaches must be fingerprinted or have a certified background check and complete an on-line concussion awareness course.

**Background Checks: *\*\*Please Read as our Process Has Changed\*\****

We will be using Protect Youth Sports as our contractor for this process starting with our Spring programs and continuing forward into the future. Applicants will pay for their own background check online <https://opportunities.averity.com/BoroughC> via credit or debit card once they fill out their online application and authorization. Once logged-in, please follow the on-screen instructions. Our background check will now cover SSN Verification, National/Federal Criminal Search, National Sex Offender Registries Search, 7-year County Criminal Search, Automatic Re-Verification of Records, and Additional Free Features (such as Child Safety Training with Cert. and Rescreen Notifications). A pass/fail grade will then be emailed to the Recreation Department. A passing grade indicates a volunteer/coach has qualified per policy to participate. A failing grade indicated a volunteer/coach has not qualified per policy to participate.

**Concussion Awareness Course:** To help minimize the risk of concussion related injuries, the New Jersey State Interscholastic Athletic Association is now requiring all coaches to take the National Federation of State High Schools Association's free on-line course. "Concussion in Sports - What you need to Know." The course provides critical information designed to minimize the risk of grave consequences due to concussions. The Mayor and Council along with the Recreation Department believe that it is important to take to keep athletes safe.

A second course that is also worthwhile is "A Guide to Heat Acclimatization and Heat Illness Prevention." Once you have completed the on-line course and at the conclusion, print out the certificate and drop it off at the Recreation Office. Coaches will not be allowed to coach until this requirement is met. No exceptions.

Coaches and parents can access these free NFHS courses on-line at [www.nfhslearn.com](http://www.nfhslearn.com). In the top left corner of the page, next to NFHS logo click on "Courses" and select the desired course under the "Free Courses" heading. To complete the course, you will have to create an account which will allow you to manage your courses and access your certificates of completion. If you are asked for a primary position, you should enter "Coach" and Cresskill Recreation.

**Accident Reports:** After any severe injury coaches must send an accident report to the Recreation Department Office so it can be kept on file.

**Disciplinary Actions:** I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating, or participating in a youth sports event, I will be subject to disciplinary actions, including but not limited to the following in any order or combination:

1. Verbal warning issued by a league, organization, or school official.
2. Written warning issued by a league, organization, or school official.
3. Suspension or immediate ejection from a youth sports event issued by a league, organization or school official who is authorized to issue such suspension or ejection by a school board or youth sports organization.
4. Suspension from multiple youth sports events issued by a league, organization or school official who is authorized to issue such suspension by a school board or youth sports organization.

**Note to Parents:** Our Recreational Sports programs rely on volunteer coaches. We understand that not everybody is able to set aside the time each season to be a head coach, but please help any way you can. Even if you are unable to be at every practice or game, you can still be an assistant coach who can help the head coach when needed. Please also realize that when a program is full, we need to close it until we have more coaches available.

Please drop your child off by the pool and soccer field or park in the parking lot. DO NOT drop them off along the side of the street, in front of the building, or in the cross walk. Let us keep the kids safe and traffic moving.

Please listen to and always obey the crossing guards. He/she is only looking out for the safety of your child. Please make sure you always use the cross walk with the crossing guards.

Please do not drop your child off or pick them up on the opposite side of the road, this is very hazardous to your child. There is a lot of traffic, and the children are small and sometimes hard to see.

Please pick your child up on time and park your car in the lot to pick them up.

When picking your child up early (swim lessons etc.), please sign them out at the front desk located under the awning in front of the building.

**A note is required from the parent if a child is allowed to walk home if there is no parental permission in writing the child will not be released on their own.**

Please make us aware that someone else will be picking your child up from camp on any given day.

Your child should wear his/her camp shirt on all trips. Only one shirt will be given to each camper.

Please have your child wear sneakers to camp unless it is Pool Day.

All trips must be paid for before camp begins. Tickets are bought in advance for all trips for the number of children attending. Please do not expect to go on a trip if you have not registered before the start of the camp season.

No refunds for trips or camp will be issued once camp begins. If a trip is cancelled by the Recreation Department, a full refund will be given.

Refunds will be issued with 20% cancellation fee 7 days prior to the start of camp.

**SNACK:** Each day the campers take time for a snack, please supply your child with a snack or they may purchase one from the snack bar. Recreation does not supply snacks.

CRESSKILL RECREATION ATHLETIC CODE OF CONDUCT

Whereas, New Jersey has adopted New Jersey “Code of Conduct Law” (P.L. 2002, Chapter 74), and encourages governing bodies to enact a Code of Conduct; and

Whereas Cresskill wishes to encourage and further good sportsmanship in its Recreation Program,

Now therefore, to accomplish the State and Cresskill objectives, Cresskill adopts this Ordinance as the law for Cresskill and directs that in order to participate in Cresskill Recreation Programs, the parents or legal guardians of a participant must sign and agree to the Code of Conduct and satisfy all other segments of the Cresskill Recreation Committee, including but not limited to compliance with the Committee’s written policy for sports participation:

**Preamble:**

Interscholastic and youth sports programs play a significant role in promoting the physical, social, and emotional development of children. It is therefore 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.

**Code of Conduct:**

I hereby pledge to provide positive support, care, and encouragement for all children participating in youth sports by following this Athletic Code of Conduct.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or any other youth sports event.

I will place the emotional and physical well being of all players, ahead of any competitive desire to defeat the opposing team.

I will cooperate to see that all children play in a safe and healthy environment.

I recognize that my child’s coach is trained in the responsibilities of being a youth sports coach and that the coach will uphold the Athletic Code of Conduct.

I will support coaches and officials working with my child and all other players to encourage a positive, enjoyable experience for all players, coaches, and officials.

I will promote a sports environment for my child and all other players that are free from drugs, tobacco, and alcohol and will refrain from use of the same at all youth sports events.

I acknowledge that the games are for the children, not adults, and are to encourage good sportsmanship, not competition.

I will do my best to make youth sports fun for all children, coaches, and officials.

I will demand my child treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, ability, or disability.

I will help all children enjoy their youth sports experience by doing whatever I can, such as being a respectful fan, supporting coaches, or providing transportation in a reasonable and safe manner.

I agree that should my child fail to abide by the provisions of the Cresskill Recreation, Athletic Code of Conduct in the judgement of a coach, official or a school board or youth sports organization, my child will be subject to all disciplinary actions authorized by said code.

**Disciplinary actions:**

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating, or participating in a youth sports event I will be subject to disciplinary actions, including but not limited to the following in any order or combination:

1. Verbal warning issued by a league, organization, or school official.
2. Written warning issued by a league, organization, or school official.
3. Suspension or immediate ejection from a youth sports event issued by a league, organization or school officials who is authorization to issue such suspension or ejection by a school board or youth sports organization.
4. Suspension from multiple youth sports events issued by a league, organization or school official who is authorized to issue such suspension by a school board or youth sports organization.
5. Season suspension from multiple youth sports events issued by youth sports organization or school board.

As the coach of \_\_\_\_\_ I hereby agree to the Terms and actions of the Athletic Code of Conduct.

Name \_\_\_\_\_ (Please Print)

Signature \_\_\_\_\_

**Youth Sports Program Policy and Procedure**

1. All residents of Cresskill are accepted into the youth sports programs. Residents of other towns may be accepted once residents have filled all positions only. No non-resident will bump a resident of Cresskill.

2. All participants must be registered and insured at the sign ups. These will be announced in the Cresskill Schools, posted in the library, in the quarterly borough newsletter, and local newspapers.
3. Late registrations will be charged a late fee of \$25. The Recreation Committee has the right to close registrations seven days after the final date of sign ups. (Exceptions to this rule are:) a new resident who has moved into town after the registration cut off will be accommodated wherever possible. B. Programs which have low registrations and are in danger of cancellation may extend a “grace period” of up to 30 days at the discretion of the Recreation Director, program coordinators and Chairman.
4. In situations where a sport has an in-town rec. league, and a traveling program, try-outs may be held for spots on the traveling team. Cresskill residents must get a position on the team before a non-resident. No Cresskill player should be bumped for an out-of-town player This team will be playing other towns or clubs at a more highly competitive level. Players will be selected from those trying out. The amount of playtime a participant gets will be at the sole discretion of the coach.
5. In town only rec. leagues, all registrants will be accepted. The amount of playtime each participant gets will be outlined in the ruled of each sport. Coaches are to make every effort to ensure all participants play. Exceptions to this would be in case of disciplinary actions as ruled by the referee, or coach or physical limitation. A participant may be penalized by the coach for failure to attend practices or games. Many of our teams have a limited numbers of players and failure of a player to participate can adversely affect the entire program. Acceptable reasons to miss practice or games are illness, injury, religious school, or activity.
6. Once teams are selected and finalized, an attempt should be made NOT to alter these. In the case where a team or teams run short, the coordinator of that program has discretionary power to restructure the teams for the good of the program. In the case where a team loses players, a player of comparable skill level can be added to the roster by the sport coordinator, thus not upsetting the balance.
7. Coaches MAY NOT invite a child to practice or play with the team who is not assigned to that team and registered and insured by the Borough of Cresskill.
8. It is the responsibility of the coach to create a fun and competitive environment so that his team members will show up. The coach must inform the sport coordinator as early as possible if there is a problem with a player, his team or roster.
9. All coached must attend a certification class to be certified and be fingerprinted and background check as per the Borough Ordinance #------. Coaches are responsible for equipment issued to them and must return all in good condition at the end of each session. (All equipment found in coach’s cars, homes or garages should be returned to the Cresskill Community Center.)
10. Clinic style programs or instructional leagues for the lower grades (K-2 at this time) will not keep score or standings. At this level, our aim is for the kids to have a fun and positive experience, and for them to learn the game. Participation awards will be given out to all players in this division. As the age increases, so does the level of competition.
11. Play-offs or a tournament may be held (or not) at the discretion of the sports coordinators. In the case where there are less than 4 teams, however, there will be

- no playoffs and the play season simply extended. Trophies will be awarded to the play off champions or tournament champions.
12. Grade level will be used to determine the placement on in-town teams. The criteria for placement onto traveling teams is dependent upon the rules of each league. Divisions may be adjusted from year to year depending upon the student grade population, which fluctuates.
  13. Uniforms for some traveling programs will be issued to players upon receipt of a deposit against loss. These uniforms are expensive, and if not returned at the scheduled time, the checks will be deposited to replace the uniforms. In-town players will receive a uniform t-shirt, which they may keep at no charge. Shorts, (if part is a required uniform must be purchased through the program to ensure all are identical.) pants, shoes, socks, and protective gear must be purchased separately as these are personal items.
  14. Only certified coaches authorized by the Recreation Committee program coordinator may coach or be on the sidelines. Any inappropriate action by a coach may result in disciplinary action, suspension, or dismissal from the program.
  15. Recreation Committee members, program coordinators and coaches should strive to always set a high standard and good example to their peers and the players
  16. All coaches must sign the athletic code of conduct and return the signed copy to the coordinator to be kept on file at the Recreation Office.

## **COACHES AND RECREATION POLICY**

The following polices must be followed by all coaches, coordinators, and instructors involved in any programs sponsored by the Cresskill Recreation Committee.

1. Under no circumstances is any coach at any time to play anyone who is not registered. They are not to practice or play in a game.
2. All coaches must always have copy a of the registration form in their possession. Contact the program coordinator or the Director if you do not have a copy of the registration. Do not practice or play anyone until you have the form.
3. No one is to request a gym or any town facility as a coach. Requests are to go through the coordinator and then to the Director who will request the gym and sign the permit request on behalf of the Borough.
4. All coaches must play with the roster assigned to them.
5. It is mandatory that all coaches become NYSCA certified. This can be done on-line @ [www.nays.org](http://www.nays.org), using chapter 734. The on-line certification fee is non-refundable. Cresskill Recreation can hold a certification in the sport at no charge.
6. Coaches must be fingerprinted and have a background check as per Borough Ordinance # . Forms are available in The Recreation Office. This fee is refundable.
7. Coach Selection will be as follows:
  - a. A coach returning in the same age group, for the same sport will have the first opportunity to coach that team again, if he or she meets the other requirements in these policies.
  - b. An assistant coach who helped coach that team will be next in line for the team he or she helped with.
  - c. A coach who coached in that sport last year in another age group, will have the first opportunity to move up or down in age groups, when an opening occurs.
  - d. A coach from the previous sport will be next in line.
  - e. Volunteers will be recruited from interested persons in that sport.
  - f. Parents from the team without a coach will be next in line for coaching.
  - g. No Head Coach or (assistant Coach) may change teams while he or she has a child playing in the same age group in which he or she was coaching.
8. Coaches will observe the rules and attempt to improve him or herself through knowledge of the sport.

9. Coaches should be careful about their conduct around the players. **You are their example.** All players are to be included in all practices and activities
10. **Coaches should remember that they are out there for the children and not to draw attention to yourself, but to the youth playing the game in a positive way.**
11. Coaches should shape their character and conduct to be a worthy example to the youth.
12. Coaches should be fair and unbiased in their decisions, regarding the playing of children.
13. Coaches should cooperate and be professional in their association with fellow coaches and parents.
14. Coaches should keep in mind that the children are more important than the game or the ambitions of any player or parent.
15. Coaches will not smoke on or near the playing field. On the day of a game or practice.
16. The mandatory playing time varies from sport to sport. Please see specific rules for minimum playing time. This is a rule to cover minimum playing time only. Coaches are encouraged to play participants as much as possible. This rule applies to all player who attend practice regularly and exhibit a proper attitude.
17. Coaches should keep dignified, courteous, positive, friendly, calm, and always alert; never rude, arrogant, and overbearing during a practice and games.
18. Coaches are expected to refrain from cursing, brutality, use of alcohol or drugs during practices, games or at practices or game sites.
19. Any coach acting in any unsportsmanlike manner or in any way that could prove detrimental to the league, players, umpires, or spectators will be subject to disciplinary action by Cresskill Recreation. **Depending on severity Cresskill Recreation may**

**suspend/remove a coach immediately. The ethics committee will meet to review and make a final decision.**

- a. Language unbecoming to the league.  
(Suspension 1 game)
  - b. Fighting (suspension rest of the season.)
  - c. Touching or striking an official. (Suspension remainder of season)
  - d. Unsportsmanlike conduct at an athletic event  
(Suspension 1 game.)
20. Any coach who is involved as a parent, coach or spectator participating in a Cresskill Recreation Department activity must adhere to the Athletic Code of Conduct.

### **DRAFTING PROCEDURE**

1. All Players will be ranked by grade at an evaluation held by the coaches using the following system.
  1. Excellent
  2. Very good
  3. Good
  4. Fair
  5. Undetermined ability
2. The coordinator will oversee the draft and any draft related issues.
3. Only those players registered at the time of the draft will be eligible for the draft.
4. Anyone registered after the draft will be assigned to a team by the coordinator based on ability and team balance.
5. The maximum of two official coaches will be designated for each team.
6. Each coach will pick a draft number that will determine the drafting sequence. The sequence will then move progressively through each round of the draft. Coaches will have their own children.
7. All players will be pooled according to grade with all players from one grade drafted before proceeding to the next grade.
8. Each coach will pick a team base on the best balance of ability and compatibility.
9. Each team will then be assigned a number and each head coach will select a team based on a random draw. The draw sequence will be based upon the original drafting sequence.
10. Only designated coaches can trade for their own children with players of equal ability.

**CRESSKILL RECREATION COMMITTEE**

## CONSTITUTION – BY LAWS

### MISSION STATEMENT

The mission of the Recreation Committee is to provide affordable, high-quality recreational programs to all residents of the Borough, and to improve and expand upon existing programs and facilities to provide sportsmanship and cooperation among participants, coaches, parents, spectators, and representatives of the Borough of Cresskill.

### Preamble

The Cresskill Recreation Committee, a body appointed by the Mayor and Council of the Borough of Cresskill, is formed for the purpose of administering recreational activities in the Borough and to assume the responsibility of supervising recreational activities financed from funds appropriated in the annual budget of the Borough.

#### *Article I*

##### NAME

This body shall be known as the Cresskill Recreation Committee.

#### *Article II*

##### MEMBERSHIP

Section 1 - The Cresskill Recreation Committee shall consist of twenty members who shall serve without compensation. The Mayor and Council of the Borough of Cresskill shall appoint these members. All applicants, prior to appointment, shall meet with the Recreation Committee for recommendation to the Mayor and Council. The decision to make an appointment shall exclusively rest with the Mayor and Council.

Section 2 - Members shall be appointed annually for a term of three years. Membership shall be arranged in such a way that the term of one third of the membership expire each year on December 31.

Section 3 - Unless a valid excuse if given, any member missing three consecutive meetings will be called by the Secretary of the Committee to determine if the member is ill or no longer interested in serving on the Committee.

Section 4 – Despite appointment for a set term, each member serves at the pleasure of the Mayor and Council and may be removed at any time, with cause, by a majority vote of the Mayor and Council.

### *Article III*

#### OFFICERS

Section 1 - The officers shall be as follows:

- A. Chairperson
- B. Vice-Chairperson
- C. Treasurer

The offices of Chairman and Vice Chairman will be separate positions.

Section 2 - The Chairman shall appoint an Officer's Nominating Committee at the November meeting. Nominations shall be reported, and elections held at the December meeting. Each term of office shall be for one year.

### *Article IV*

#### MEETINGS

Section 1 - Regular meetings of the Committee shall be held each month at such time and place as agreed upon by the Committee.

Section 2 - Special meetings may be called at any time by the Chairman. When requested in writing by a committee, or by five or more members, the Chairperson, Vice-Chairperson or Secretary may call special meetings. The object of the meeting shall be stated in the notice. No other business shall be transacted at the special meeting.

Section 3 - Notice shall be sent to the members at least 48 hours in advance of all regular and special meetings, signed by the Chairman, Vice Chairman or Secretary.

Section 4 - A budget meeting shall be held at the regular October meeting.

### *Article V*

#### AMENDMENTS

Amendments to this Constitution may be proposed by a vote of *not less than the majority of the then qualified* members present at any regular meeting, provided:

Section 1 - The proposed amendment shall have been presented in writing and read at the previous meeting.

Section 2 - Copies of the proposed amendment shall have been mailed or otherwise furnished to each member at least ten days prior to the date of the meeting at which time action will be taken on said amendment.

Section 3 - Any amendments approved by the Committee shall then be submitted to the Mayor and Council for their approval or disapproval.

## **BY-LAWS**

#### MEMBERSHIP

Section 1 - The Cresskill Recreation Committee may employ a Director of Recreation with the approval of the Mayor and Council, who shall serve at the pleasure of the Mayor and Council.

Section 2 - Members shall help the Director of Recreation initiate and supervise activities, sponsored by the Committee.

Section 3 - Members and the Director of Recreation shall study the needs for recreation and local conditions affecting recreation, try to improve current recreation programs and initiate innovative programs needed to meet the needs of the Borough.

Section 4 - Members shall assist the Director of Recreation by acting as Commissioners in Charge of the following activities, and any other activities as subsequently needed:

Summer Recreation Program Cheerleading Girls Basketball

Fourth of July Program Soccer Girls Softball

Ragamuffin Parade Boys Basketball Indoor Soccer

Cultural Programs Fitness Training Martial Arts

Cheerleading Showcase Wrestling Dance

Section 5 - Commissioners in Charge shall see that as far as possible, all advertised or scheduled events start on time and at the designated places.

## OFFICERS

Section 1 - The Chairman will:

- a. Appoint all standing and special committees.
- b. Be a member, ex-officio, of all committees.
- c. Appoint temporary officers in the absence of those duly elected until the elected officers return, or in the case of a resignation until a new election is held.

Section 2 - The Vice-Chairman shall:

- a. Perform the duties of the Chairman in the absence of the latter.
- b. Occupy the office of Chairman should it become vacant, until the vacancy is filled by Special Election which shall take place at the next regular meeting held after the vacancy occurs.

Section 3 - The Secretary shall:

- a. Take the minutes of each meeting and keep a journal of all minutes recorded.
- b. Notify the members in writing 48 hours in advance of each meeting.
- c. Receive all communications, take care of all correspondence concerning Committee matters, and have custody of all records except those pertaining to finances, which shall be in the custody of the Treasurer.

Section 4 - The Treasurer shall:

- a. Keep a full account of all monies of the Committee received and expended and furnish a detailed statement at each monthly meeting of all monies for which the Committee is responsible.
- b. Maintain a record of expenditures from funds provided in the annual budget of the Borough and furnish at each monthly meeting a statement showing amounts appropriated, expenditures to date and the unexpended balance of the appropriation at that date.
- c. Function as Chairman of the Finance Committee.

## MEETINGS AND QUORUM

Section 1 - A quorum to conduct the regular business of the Committee shall consist of not less than a majority of the then appointed and serving members.

Section 2 - The order of business at meetings of the Committee shall be as follows:

- a) Roll Call
- b) Approval of Minutes
- c) public comments on agenda items
- d) Communications
- e) Treasurer's Report
- f) Director of Recreation's Report
- g) Standing Committee Reports
- h) Special Committee Reports
- i) Chairman's Report

j) Unfinished Business

k) New Business

l) Comments on Public Welfare

m) Adjournment

Section 3 - The Chairman shall appoint special committees to manage the number, length of service, powers, and duties of the Special Committee Members of the Recreation Committee.

Section 4 - All meetings can be attended by any member of the public and shall be conducted in compliance with the rules of the Open Public Meetings Act. Before the meeting is closed, the meeting shall be opened to the public for comment on general welfare after all regular business of the committee has been finalized.

## CONDUCT

Section 1 - Members are expected to attend regular meetings whenever possible. If, due to extenuating circumstances a member cannot attend, the Recording Secretary or a Committee officer should be notified prior to the meeting.

Section 2 - Members are expected to attend regularly scheduled Recreation Committee events such as sign-ups, Memorial Day Parade, Fourth of July picnic, Cheerleading Showcase and other committee events as subsequently arranged.

Section 3 - Members, as representatives of the Borough of Cresskill, are expected to conduct themselves appropriately with respect to all Cresskill sponsored meetings or events, including those events sponsored by other municipalities in which Cresskill is involved.

Section 4 - Members are expected to respect the confidentiality of topics discussed during the occasional closed portions of meetings.

Section 5 - Members are expected to abide by the Code of Ethics adopted by the Mayor and Council and set exemplary standards of ethical behavior at Borough events and activities.

Section 6 - The Cresskill Recreation Committee reserves the right to recommend to the Mayor and Council disciplinary actions including, but not limited to: reprimand, suspension, or removal from duties as a

representative of the Borough any person found in serious violation of the Constitution, By-Laws and codes laid out herein.