

Mountain Lakes Recreation Recreation Sports Program Standards

The mission of the Borough of Mountain Lakes Recreation Commission is to offer quality, affordable, and diverse recreational and cultural programs and facilities to the residents of Mountain Lakes of all ages and abilities. By providing these services to meet the recreational and leisure needs of the community, we will strive to enrich and to improve well-being and quality of life.

In order to ensure the quality of the recreational sports programs offered to our residents, the Commission has established minimum standards. These standards must be met by both independent sports clubs and programs managed through the Recreation Department by **June 30, 2014**, all programs must ensure they meet the minimum standards set forth by the Recreation Commission in order in to:

1. Utilize Borough of Mountain Lakes recreational or Board of Education facilities at no cost; and/or
2. Have the Recreation Department promote the program as a ML Recreational program through the Borough of Mountain Lakes or Board of Education communications channels

Minimum Standards:

- Programs must be open to all Mountain Lakes residents who meet age and league participation requirements. Any program charter or mission statement must be consistent with ML Recreation's mission stated above.
- Not-for profit structure.
- Maintain a board of directors with a minimum set of elected roles (e.g. President, Vice President, Secretary, Treasurer and Scheduler) with pre-determined terms and period elections. Each Board is required to hold regular meetings throughout the year. Board members must fill out and sign Conflict of Interest Disclosure forms.
- Obtain insurance for all participants and coaches with minimum medical and liability coverage, either through the borough, private insurance agency or a national/regional sports organization and obtain necessary waivers for coaches and participants.
- Manage program finances, either independently or in conjunction with borough processes. *
- Coordinate with the ML Recreation Director to advertise/promote programs, manage the registration process and facility booking.
- Require minimum certification and first aid training for coaches and board members and conduct annual background checks on all adult coaches.
- Maintain a Code of Conduct with stated repercussions for coaches, players and parents. Maintain and publish a complaint/conflict resolution policy and process.
- Hold open tryouts for elite or travel teams and use transparent evaluation criteria for selection.
- Provide annual report to the Commission which will include: enrollment summary, financial summary, facilities review, conflict resolution review, insurance verification, coaching certification/background check process verification, code of conduct documentation and any key issues/concerns.

** The Commission encourages all organizations to become stand-alone clubs with financial independence and self-insurance, as this structure gives organizations the most flexibility and agility to manage resources and expenses. However, it is recognized that this may not be a viable option for all organizations. In such cases, these organizations are expected to adhere to all of the standards listed, but manage their finances using deposit and payment vouchers sent directly to the Borough Finance Office. The Treasurer of each organization is expected to verify that the Borough accounting and Trust Account Statement of accounts is accurate and point out any discrepancies to the Recreation Director.*

Recommendations to Recreation Sports Programs:

Additional recommendations for recreational sports programs and their boards include (but not required):

- Develop a succession plan in order to pass your knowledge and enthusiasm to the next generation.
- Involve high school coaches in your program – preferably as a member of the board or acting as a liaison to the board.
- Develop website for your program that include registration, program, board names and contact information, schedules, and contact information. Ensure site is linked to mtnlakes.org Recreation page.
- Select and utilize on-line registration tool which can collect the following information – player information, parent information, emergency contact information, uniform sizing, waivers, email addresses, etc. or leverage the borough's *rSchool Today Registration* system.
- Assign 1-2 "schedulers" for admin access to the Board of Ed / Recreation facilities scheduling system (*rSchool Today Facilities Scheduler*). All requests for facilities should be directed through the schedulers.
- Conduct pre-season meeting with coaches, volunteers and parents to set expectations and provide guidance.
- Develop budget and mechanism to pay for fields, referees, equipment, etc.
- Maintain a "rainy day" fund for rebuilding, maintenance or equipment expenses that may occur down the road.
- Invite Recreation Commission liaison to 1-2 board meetings per year.

The Recreation Director will assist recreational sports programs with:

- Accessing facilities
- Obtaining insurance through the borough, when appropriate
- Overseeing trust accounts opened through the borough
- Background checks
- Communications to the community
- Registration system guidance
- Waivers
- Code of Conduct
- Concussion Testing

Current Recreational Sports Programs

Existing Board, Managed Under the Borough of Mountain Lakes:

- Girls Lacrosse
- Swimming/Diving
- Sailing
- Briarcliff Baseball/Softball (managed by Briarcliff Sports Club)
- Field Hockey (in place as of 2013)

Managed Under the Borough, Needs to Develop Board:

- Basketball (in progress)
- Track (in progress)

Existing Board, Managed Independently from Borough:

- Boys Lacrosse
- Soccer
- Greyhawk Football
- Tritown Baseball/Softball
- Rugby
- Wrestling (through Boonton Township)

Other/TBD:

- MLBT Hockey