

BY LAWS OF  
BOARD OF RECREATION COMMISSIONERS  
OF THE CITY OF VINELAND

---

Adopted: 9/14/09

PREAMBLE

These are the By-Laws of the Board of Recreation Commissioners of the City of Vineland

**ARTICLE I**

ESTABLISHMENT

1. The Board of Recreation Commissioners of the City of Vineland has been established by Ordinance # 21 of the City of Vineland, as amended by Ordinance # 788 (Chapter 110 of the Code of the City of Vineland) as authorized under the provisions of Chapter 12 of Title 40 of the Statutes of New Jersey, as amended.

**ARTICLE II**

POWERS

1. The Board of Recreation Commissioners of the City of Vineland shall exercise such powers as may be given to it by all applicable statutes and ordinances, as heretofore and hereafter amended, as well as all other applicable laws of the City of Vineland, State of New Jersey and United States of America. In the event of any conflict between these By-Laws with any such ordinance, statute or other law, the provisions of such ordinance, statute or other law shall, to the extent of such conflict, apply.

2. The Board shall have full control over all lands, playgrounds and recreation facilities acquired or leased under the provisions of Sections 1 through 8 of Chapter 12 of Title 40 of the Statutes of New Jersey, and may adopt rules, regulations and By-Laws for the use thereof, and the conduct of all persons while on or using the same, and to the extent provided by law, to provide for such rules and regulations established therefore.

**ARTICLE III**

## MEMBERSHIP AND OFFICERS

1. The membership of the Board of Recreation Commissioners of the City of Vineland shall be as provided under the ordinances of said City.

2. The Board of Recreation Commissioners of the City of Vineland at organizational meeting shall elect a chairperson and a Vice-Chairperson from members thereof, each to serve for a term of one (1) year, and until a successor is elected.

3. The said Board may appoint a Secretary or a Clerk as it shall deem necessary, but the salaries or other compensation of said Secretary or Clerk shall be determined by Council of the City Vineland.

4. Board Members shall serve a term of five years.

## ARTICLE IV

### POWERS OF OFFICERS

1. The Chairperson shall be the chief executive officer of the Board. Unless otherwise directed by the Board, the Chairperson may enter into and execute in the name of the Board such instruments in the regular course of its affairs as may be necessary. The Chairperson shall have the general powers and duties of management usually vested in the office of Chairperson or President. He or she shall preside at all meetings of the Board.

2. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson or in the event of his or her death, disability or refusal to act.

3. The members of the Board of Recreation Commissioners are to maintain the ethics standards of the position of trust to which they have been appointed. Any breach of conduct shall be reported immediately to the Mayor and the President of City Council for appropriate action.

4. Should any member of the Board of Recreation Commissioners miss more than (50%) of the meetings of the Board during a calendar year, the same shall be reported to the Mayor and President of City Council for appropriate action. A copy of the said report shall be

mailed or delivered to said member, who shall be given the opportunity to offer an explanation as to why said meetings have been missed, which explanation may be considered by Mayor and City Council.

## **ARTICLE V PROCEDURES**

1. The annual reorganization meeting of the Board shall be held in November of each year. Unless otherwise designated, the regularly scheduled meeting for the month of November shall be the reorganization meeting.

2. The meetings of the Board shall be held on the first Monday of each month at 7 p.m., unless the Chairperson shall designate a different meeting date for the particular month in question. The Chairperson shall be authorized to change the meeting date in the event that the regular meeting date falls on a holiday, or for other good cause.

3. A special meeting may be called by the Chairperson on five (5) days= verbal notice or ten (10) days= written notice to all members.

4. The Chairperson shall call a special meeting if a request for the same is made to him or her by a least two (2) members.

5. Emergency meetings may be called on shorter notice, should the situation arise.

6. Notices of all meetings shall be given in accordance with the New Jersey Open Public Meetings Law. The Daily Journal, published in Vineland, New Jersey, and The Press, published in Atlantic City, New Jersey, are hereby designated publications to which said notice shall be given. Cumberland News is hereby designated an alternate newspapers in the event it becomes impractical to place a notification of any meeting in either the Daily Journal or The Press.

7. All meetings of the Board shall be open to the public, except for those sessions which are conducted otherwise under the Open Public Meetings Act, N.J.S.A. ' 10:4-12(b).

8. A majority of the whole numbers of members of the Board shall constitute a quorum. If no quorum is present at any meeting, the Commissioners assembled shall have power and are hereby authorized to set a new meeting date and then adjourn.

9. At any regular or special meeting, the following order of business shall be observed, viz.:

- A. Call to Order
- B. Roll Call
- C. Required Statement of Notice of the Meeting as set forth under the Open Public Meetings Act, N.J.S.A. ' 10:4-12 *et seq.*
- D. Approval of Minutes of Previous Meeting
- E. Resolutions
- F. Communications and Petitions
- G. Old Business and New Business
- H. Invitations for Public Discussion
- I. Final Comments of the Board of Recreation Commissioners
- J. Final Comments of Superintendent
- K. Adjournment

10. The procedures followed by the Board shall be governed by ~~A~~Robert=s Rules of Order.@

11. A written agenda following the above order shall be prepared by such person as may be designated by the Chairperson and delivered to the Commissioners no later than the Friday preceding each regularly scheduled Board Meeting, and, in case of a special meeting, at least twenty-four (24) hours in advance. Any Commissioners or employee working under the auspice of the Board may have matters placed on the agenda by filing the request with the Chairperson.

12. The agenda may be amended, changed or altered by mutual consent of those Board members present at the regularly scheduled meeting.

13. Except as otherwise required by statute or specifically provided in these By-Laws, all action of the Board shall be by a majority vote of those present at the regularly scheduled meeting.

14. A roll call shall be taken and the yeas and nays shall be entered in the minutes of the meeting on all votes.

15. The Secretary shall keep the minutes and records of each meeting and maintain and compile all resolutions adopted by the Board.

16. The said Board shall make an annual report on or before the first day of January, and submit the same to the Council of the City of Vineland, which report shall contain a comprehensive and detailed report covering operations, receipts, disbursements and expenditures for the full year.

**ARTICLE VI**  
**PERSONNEL**

1. To the extent permitted by law, the Board shall designate its need for employees to assist in and administer its duties, which employees shall be employees of the City of Vineland and to the extent permitted by law, the Board shall appoint the same.

2. Where employees are deemed necessary by the Board, but must be appointed by the Mayor and/or City Council, the Board shall certify the need of said employees to the Mayor and City Council. The Board may set the qualifications for said employees, and may advertise for and interview the same, and shall then report the results of its interviews to the Mayor and City Council, and may recommend which applicants for which positions shall be appointed thereto.

3. Salaries or other compensation of all employees, custodians and assistants appointed by or recommended by the Board shall be fixed and determined by the City Council of the City of Vineland as provided by law. All new employees must be presented and approved by the Recreation Commission prior to employment.

4. In the event that any disciplinary action is taken against any member of the Board or employee of the City of Vineland over whom the Board has jurisdiction, all members of the Board shall be notified of the same.

5. Vacation time for the Superintendent shall be submitted to the Recreation Commission for approval at a monthly meeting. The Superintendent shall approve all request for vacation time for all staff members.

**ARTICLE VII**  
**DEDICATED TRUST FUND**

1. There has been created a Dedicated Trust Fund under which funds obtained from

fund-raising projects, excluding tax dollars, are received and disbursed. The Board shall have jurisdiction over and shall authorize all transactions undertaken through the said fund. Only those specific purposes as are designated by the Board may be funded through the Dedicated Trust Fund. The Board shall authorize one member or employee as the Recreation official having responsibility over the said Fund. An annual report of the Dedicated Trust Fund shall be filed with the Board, the City Comptroller, and the City Business Administrator.

### **ARTICLE VIII**

#### **BY-LAW AMENDMENTS**

1. Any member of the Board may propose amendments to these By-Laws, at any regular meeting or adjourned regular meeting of the Board. The Chairperson will then appoint a Special Committee of three (3) members of the Board to consider the proposed amendment and in addition may submit other recommended changes. The Special Committee will present its recommendations at a regular meeting or adjourned regular meeting of the Board. The By-Laws shall only be altered or amended by a two-thirds (2/3) vote of all members of the Board of Recreation Commissioners on a roll call.

I certify that the above By-Laws were duly adopted at a meeting of the Board of Recreation Commissioners of the City of Vineland held September 14, 2009

/s/ Charleen A. Cheli

Secretary

## **SECTION II**

DEFINITIONS: The following definitions of Sanctioned and Sponsored pertain to the Policies, Rules and By- Laws of the Vineland Recreation Commission.

SANCTIONED - A league or activity which has presented to the Vineland Recreation Commission, their league or activity structure and has been granted the privilege of assistance from the Vineland Recreation Commission with respect to the use of parks and recreational facilities and certain limited administration and technical assistance. Sanctioned leagues or activities have the right of said status until such time as may be altered or terminated by the Vineland Recreation Commission.

SPONSORED - A league or activity which is presented to the public at large directly by the Vineland Recreation Commission with administrative and operational functions performed by employees of the Vineland Recreation Commission, including providing equipment and/or facilities in the control and/or ownership of the Vineland Recreation Commission.

## **SECTION III**

### **RECREATION COMMISSION POLICY**

#### **DUTIES**

1. The Vineland Recreation Commission, through the Superintendent shall schedule activities for organized groups and leagues and not for individual teams.
2. The Vineland Recreation Commission does not provide trophies for organized leagues.
3. The Vineland Recreation Commission does not aid individual groups affording programs in Vineland that may overlap Commission programs.
4. The Vineland Recreation Commission does not sponsor any trips for any teams in any leagues.
5. In case of death of any Commission member, the family of the same shall be presented with a plaque recognizing the faithful service rendered by the deceased member.
6. No member of the Vineland Recreation Commission may hold an office or title in any

league.

## **SECTION IV**

### **MEETINGS**

1. The 1<sup>st</sup> Monday of each month is designated as the regular Vineland Recreation Commission meeting.

2. Minutes of meetings shall not be read at the meeting. The Secretary shall mail a copy of the minutes to each Vineland Recreation Commission member and the Superintendent of Recreation not later than two weeks after a scheduled meeting.

3. The election of officers shall be held in November of each year. All Commission members should be present when electing officers.

4. A meeting agenda and all relevant information are to be mailed to all commissioners at least one week prior to the next scheduled meeting.

5. Executive Session - A motion to go into Executive Session should be made and recorded in the minutes along with the stated reason. A separate record of the minutes shall remain confidential until or unless released by the Solicitor.

## **SECTION V**

### **LEAGUES**

1. All recreation activities and leagues shall be required to have (1) Officers/Board of Directors; (2) A constitution or similar articles of formation; (3) By-Laws; and (4) Liability and Casualty Insurance. Proof of the above must be submitted to the Recreation Commission for review prior to sanctioning. All board members, officers, coaches, volunteers and league participants are accountable to the Recreation Commission for any action or conduct that jeopardizes the health, safety or welfare of any member or a sanctioned or sponsored Vineland Recreation event or activity.

### **OBLIGATIONS**

2. All leagues/organizations shall submit a proposed budget not less than 30 days prior to the start of its season. Leagues/organizations may use the form supplied by the Recreation

Commission through the Superintendent or submit their own itemized budget.

3. All leagues/organizations shall submit a completed IRS Form #990, and any requests for extensions, to the Recreation Commission through the Superintendent in July of each year in compliance with IRS Regulations. This form will be signed by the League President and Treasurer.

4. All leagues/organizations shall notify the Recreation Commission through the Superintendent of all fund raising activities not less than sixty (60) days prior to the event and must receive written permission prior thereto.

5. All leagues/organizations shall submit a signed copy of each Recreation Commission Participants Registration Form not less than ten (10) days prior to the start of its season. The form, in triplicate, will be supplied to all leagues/organizations and shall be numbered consecutively. The original shall be supplied to the Vineland Recreation Commission, one copy shall be retained by the league/organization, and one copy shall be retained by the parent/guardian. (For Little League Registration, see Section VIII, *infra*)

6. All leagues/organizations shall name a representative to serve as liaison with the Recreation Commission.

7. All leagues/organizations shall supply a schedule of all games to be played not less than fifteen (15) days prior to the start of its season. The schedule shall include requested times and places of games listed. Field use for practice shall be determined by the availability and use impact. The decision regarding start times, games, practice and field assignments shall be made by the Superintendent of Recreation. No league or organization may grant field and/or equipment use or deny the same to another league or organization without prior written approval of the Superintendent of Recreation.

8. All leagues/organizations shall submit certified rosters containing the names and addresses of all participants and shall notify the Recreation Commission through the Superintendent in writing, of all subsequent roster changes within ten (10) days thereof. All nonresident participants and the total thereof shall be listed on a separate roster for each

season.

9. All leagues/organizations agree to indemnify and hold harmless, the City of Vineland and the Recreation Commission against all claims, demands and litigation arising from the activities and programs of the leagues.

10. The City of Vineland maintains its own insurance coverage and the Recreation Commission assumes no liability whatsoever for any league activity or program.

11. The City of Vineland and the Recreation Commission recognizes the Rutgers=s Youth Sports Coaches Program and the American Coaching Effectiveness Program as official training programs for all Youth Coaches. The Recreation Commission requires all that all coaches attend and complete one of these courses and to provide proof thereof.

12. The Recreation Commission through the Superintendent shall be notified in writing regarding any complaint and/or litigation involving any league/organization or its personnel.

13. All leagues/organizations shall submit yearly the following:

- A. Copy of its constitution and/or articles of formation and By-Laws and all amendments thereto.
- B. Complete list of all Directors and Officers.
- C. Certificate of Insurance naming the City of Vineland and Recreation Commission as a named/additional insured.
- D. The League/Organization Employer/State Registration ID# and the four digit Group Exemption Number (GEN)

14. No league or organization shall conduct or sponsor any formal instructional training/clinic where a fee or registration is required on any city owned, controlled or leased recreational facility without the prior written approval of the Recreation Commission and Superintendent of Recreation. The Recreation Commission encourages the sponsoring of instructional training and/or clinics. However, the Recreation Commission requires that the sponsoring league/organization receive a demonstrable benefit from its sponsorship. Any league/organization desiring to conduct or sponsor formal instructional training or clinic shall submit a written proposal containing the following information:

- A. Name of Event or Clinic

- B. Date(s)
- C. Facility Location
- D. Proof of Insurance
- E. Itemized Event Cost
- F. Registration Fee
- G. Name of Instructors and/or Providers
- H. Sponsoring Organization
- I. Contribution of Event/Clinic to Sponsoring Organization

15. No league, organization and/or individual shall start a new recreational program or expand any current existing program requiring the use of a city owned, controlled or leased recreational facility without prior written approval of the Recreation Commission and Superintendent of Recreation. All City of Vineland residents shall be afforded the opportunity of membership by any league, organization and/or program sanctioned and/or sponsored by the City of Vineland Recreation Commission. A detailed report of the new program/expansion shall be submitted to the Recreation Superintendent and the Recreation Commission for review. The report shall include the following information:

- A. Name of Sport/Activity
- B. Person(s) Organizing the Sport/Activity
- C. Age Groups of All Participants
- D. Field or Site Location Requested for Activity
- E. Itemized Activity Cost
- F. Registration Fee
- G. Proof of Insurance
- I. Statement of Activity Need & Benefit to Recreational Program

#### MEMBERSHIP CRITERIA

16. Membership criteria for all leagues, organizations and programs sanctioned/sponsored by the Vineland Recreation Commission shall be set forth in the constitution, articles of formation and/or by-laws of the said league, organization or program.

The criteria shall be submitted to the City of Vineland Recreation Commission through the Superintendent for review and approval together with a true copy of the most recent

constitution, articles of formation and/or by-laws, as an express condition for sanctioning or sponsorship. Membership criteria will be available at the request of any interested party. Copies of records may be purchased for the fee prescribed by law.

#### GRIEVANCE/COMPLAINT

17. Every prospective participant, participant, volunteer and member of any recreational league, organization and/or program sponsored/sanctioned by the Vineland Recreation Commission will be afforded due process within that league, organization and/or program. All leagues, organizations and/or programs of any sponsored/sanctioned recreational activity shall provide for due process. Any league or organization may submit in writing for review and approval, its due process procedure that comports with the minimum standards stated herein.

18. Any person or organization utilizing a city owned, controlled or leased recreational facility may file a grievance complaining of a recreational facility. The grievant shall:

- A. File a detailed written report outlining the nature of the grievance to the Superintendent of Recreation.
- B. Depending upon the nature of the grievance, the Superintendent of Recreation may settle the matter or refer it to the Recreation Commission for consideration and/or settlement. A decision shall be rendered forthwith.
- C. Any citizen complaint received by the Recreation Commission regarding a recreation league, organization, individual and/or program will be directed to present the complaint in writing to the league or organization for resolution. In the event the matter cannot be resolved satisfactorily, the matter may be presented to the Superintendent of Recreation and/or the Recreation Commission for resolution.

#### APPEALS

19. Decisions made by the Superintendent may be appealed to the Recreation Commission. Decisions made by the Recreation Commission regarding any city owned,

controlled or leased recreational facility as to usage and/or rules or rule infractions, are final.

Any matter held in abeyance for sixty (60) days shall be dismissed without prejudice.

#### MISCELLANEOUS

20. All leagues/organizations and/or programs conducting a recreational league or activity shall submit a certified list of all registration fees per participant and/or per family, subject to approval by the Recreation Commission and/or the Superintendent of Recreation not less than (10) days prior to the circulation of registration fee notice.

21. Any registered participant of a sanctioned or sponsor recreational team activity that does not complete 50% of the games scheduled as a result of the team being disbanded for lack of coaches or league/organization scheduled participation, the league/organization shall refund all registration fees and buyout money in full to the registered parent or guardian.

22. No league/organization may schedule, conduct or sponsor a tournament on a city owned, controlled or leased recreational facility without prior written approval of the Recreation Commission and Superintendent of Recreation. The league/organization shall submit a written application not less than thirty (30) days prior to the event, containing the following information:

- A. Name of Tournament
- B. Date(s)
- C. Facility Location
- D. Proof of Insurance
- E. Itemized Tournament Cost
- F. Registration Fee
- G. Name of Directors
- H. Sponsoring Organization
- I. Contribution of Tournament to Sponsoring Organization
- J. Vendors List Including the Name and Address and All Fees Associated Therewith.

23. All leagues/organizations requesting additional seating bleachers shall submit a fee of \$30.00 per bleacher not less than five (5) days prior to the recreational activity.

24. All leagues/organizations conducting any game of chance, cash 50/50 or lottery,

shall receive prior written permission from the Recreation Commission and shall be a

Registered Organization pursuant to New Jersey State Law, and produce for inspection a valid registration certificate bearing an identification number issued by the Legalized Games of Chance Control Commission. Only a Registered Organization is qualified to conduct legalized games of chance.

25. Any league/organization desiring to solicit or have solicited in its name money, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item for which a fee is charged or solicited from persons other than members of such league/organization, within the City of Vineland, shall provide a sworn application, in writing, to the Director of the Department of Licenses and Inspections, and with the Superintendent of Recreation, containing the following information:

- (1) The name and purpose of the cause for which the permit is sought.
- (2) A copy of the current valid certificate of registration of the charitable organization with the Attorney General of the State of New Jersey, as required by Chapter 16 of P.L. 1994, unless exempted from said registration requirements.
- (3) The names and addresses of the officers and directors of the organization.
- (4) The period during which solicitation is to be carried on.
- (5) Whether or not any commission, fees, wages or emoluments are to be expended in connection with such solicitation and the amount thereof.
- (6) A list of the names and addresses of each agent or representative who will conduct solicitations and the length of time that said agent or representative has been employed or affiliated with such league/association shall be made available upon request by the Director.

Licenses issued to such individuals of these organizations by the Director of the Department of Licenses and Inspections shall be temporary licenses, valid only for the period of the particular fund raising campaign involved.

26. Any violation of these afore stated obligations may result in the suspension of field use by the offending league/organization by the Recreation Commission through the

Superintendent.

#### Due Process

27. Any individual charged by complaint or accusation or denied participation in any manner in any city sponsored or sanctioned league/organization shall be provided in writing a copy of said charge or reason for denial immediately signed by the appropriate authority.

28. All such aggrieved parties shall be provided a hearing to address such charges or denial by the appropriate board or committee within ten (10) days from receipt of such writing and a determination given to the aggrieved party within three (3) days of the hearing.

29. All aggrieved parties shall have the right to appeal such decisions of the league or organization in the following manner.

- A. Within ten (10) days of receipt of the written decision of the board or committee file a detailed written report outlining the nature of the complaint, grievance or denial to the City of Vineland Recreation Superintendent.
- B. Depending on the nature of the complaint, grievance or appeal the Recreation Superintendent shall reserve the right to resolve the matter or refer it to the Recreation Commission for consideration and/or settlement.
- C. Decisions made by the Recreation Superintendent may be appealed to the Recreation Commission by requesting all submitted documents to be referred to the Recreation Commission and a detailed letter addressing reasons for appealing the Recreation Superintendent's decision. The appeal shall be filed within (10) days from receipt of the decision of Recreation Superintendent.
- D. Decisions made by the Recreation Commission are final.

#### ADULT LEAGUE ELIGIBILITY POLICY

30. Each team shall be composed of not less than eighty (80%) percent Vineland residents and not more than twenty (20%) percent nonresidents. Vineland

residents will be given first priority.

- A. All non residents will be assessed a current fee of \$25.00 in addition to any league registration fee. All fees will be deposited into the Recreation Trust Fund.
- B. All participants shall complete and return a Liability Waiver Form to the Vineland Recreation Commission prior to league play.
- C. Registration forms & fees will be filed in the Vineland Recreation Office.
- D. Any violation of the aforementioned rules will result in immediate suspension of the entire team for a period of time as designated by the Recreation Commission through the Superintendent.
- E. All participants shall provide any two of the following documents for registration:
  - I. Current Tax Statement of Primary Residence
  - ii. Current Utility Statement of Primary Residence
  - iii. Current Apartment Lease and Rental Payment Receipt of Primary Residence

#### YOUTH LEAGUE ELIGIBILITY POLICY

31. Each team shall be composed of not less than eighty (80%) percent Vineland residents and not more that twenty (20%) percent nonresidents. Vineland residents will be given first priority.

32. Nonresidents will be assessed a current fee of \$25.00 in addition to any registration fee. All fees will be deposited into the Recreation Trust Fund.

33. Parent/Guardian must bring any two of the following documents for registration:

- A. Current Tax Statement of Primary Residence
- B. Current Utility Statement of Primary Residence
- C. Vineland Board of Education List of Primary Residence
- D. Current Apartment Lease and Rental Payment Receipt of Primary Residence

Any violation of the aforementioned rules will result in immediate suspension of the

entire team for a period of time as designated by the Recreation Commission through the Superintendent.

## **SECTION VI**

### **SENIOR CITIZENS**

1. Senior Citizen trips may be scheduled for one (1) night, and day for the Seniors with money collected and deposited in the Recreation Trust Fund Senior Trips Account. Any trip longer than one (1) day must come before the Recreation Commission for its approval. The Senior Center will be closed on those days that City Hall is closed.

## **SECTION VII**

### **LIGHTS**

1. All parks with lighted fields are available without charge to any participating Vineland Recreation Commission sanctioned/sponsored league/organization.

2. Any event not sanctioned/sponsored by the Vineland Recreation Commission shall pay \$15.00 per hour for the use of lights. A minimum charge of two (2) hours is required. Each application shall be submitted to the Superintendent of Recreation at least ten (10) days prior to the event together with the required fee.

3. All league play shall end no later than 10:30 p.m. daily.

4. Baseball fields will be available for practice on March 1<sup>st</sup> and closed on October 18<sup>th</sup> of each year. Any recreational field may be closed at the discretion of the Superintendent of Recreation and/or the Recreation Commission. The light curfew is 10:30 p.m. daily. Any waiver for relief may be made in writing to the Superintendent of Recreation, whose decision is final.

5. No inning, quarter and/or athletic period shall start after 10:00 p.m.

## **SECTION VIII**

### **LITTLE LEAGUE BASEBALL**

1. All Spring Little League registration will be held at the Vineland Senior Center, 103 S. Sixth Street, Vineland, NJ 08360, at times and dates to be announced by the

Recreation Commission. All sign-up forms shall include geographical boundaries for each division. Any participant registering late must contact the Recreation Commission prior to sign-up.

2. The White copy of the registration form shall be submitted to the Superintendent of Recreation or his designee at the end of each registration day.

## **SECTION IX**

### **PARKS & FACILITIES**

1. The Recreation Commission may accept names for consideration for the naming of any facility or site. A fact-finding committee within the Recreation Commission will be appointed to investigate and evaluate the contributions and services rendered by the name submitted.

2. Building plans for any additions to park lands are subject to review of the Recreation Commission. The Recreation Commission is opposed to and will not approve any commercial building on park and/or recreational properties under its control.

3. No gasoline powered boat or personal water craft is permitted on any lake under the control of the Vineland Recreation Commission. Boaters must be out of the water at sundown.

## **SECTION X**

### **COACHES**

1. All Youth League coaches are required to complete a safety course approved by the Vineland Recreation Commission. The Vineland Recreation Commission approves The Rutgers S.A.F.E.T.Y. Course and the American Coaching Effectiveness Course (ACEP). Any fee for the Coaching Courses will be at cost.

2. Individuals possessing a New Jersey Physical Education Degree are exempt from the above requirement.

3. Managers/Coaches/Umpires Program (ACEP).

- A. Applications shall be completed by all participants at the Vineland Recreation Commission Office. One copy thereof will be kept on file and one copy will be forwarded to the league involved. An area will be

provided for weekly training sessions and audio visual equipment if necessary. Assistance may be offered in advertising training programs throughout Vineland.

- B. Certificates will be presented to the Recreation Commission to adult leaders who successfully complete the training course as specified by a league.
- C. Leagues will determine the time requirements for the training program and will supply teachers and materials to the training applicants. It shall be the league responsibility to notify the Recreation Commission in writing the names of the successful candidates.

## **SECTION XI**

### **FEES**

- 1. The Superintendent has the authority to adjust fees in proportion to program needs in order to make a program self-sustaining.
- 2. Recreation Program Instruction Hourly Fees
  - A. Instructors \$25.00
  - B. Assistants \$12.00

## **SECTION XII**

### **BOARD OF EDUCATION FACILITIES**

- 1. All leagues/organizations requesting the use of recreational facilities owned, controlled or leased by the City of Vineland Board of Education submit to the Recreation Commission in writing, the following information: (1) Officers/Board of Directors; (2) A constitution or similar articles of formation; (3) By-Laws; and (4) Liability and Casualty Insurance. Proof of the above must be submitted to the Recreation Commission not less than thirty (30) days prior to the activity.

September 14, 2009