

Borough of Red Bank

Department of Recreation and Human Services

Division of Parks and Recreation



CODE OF CONDUCT & POLICY PROCEDURES HANDBOOK

TABLE OF CONTENT

- 1. Procedures & Responsibilities**
 - 1.1 Registration Procedures**
 - 1.2 Attendance & Participation**
 - 1.3 Equipment & Uniforms**
- 2. Code of Conduct**
 - 2.1 Participants**
 - 2.2 Parents & Guardians**
 - 2.3 Spectators**
 - 2.5 Volunteers**
- 3. Parents/Guardians Notification Procedures**
 - 3.1 Communication Methods**
 - 3.2 Emergency Notifications**
 - 3.3 Weather-Related Cancellations**
 - 3.4 Behavioral Incidents**
 - 3.5 Program Changes**

1. Program Procedures and Responsibilities

1.1 Registration Procedures

- All participants must complete the official registration form prior to program participation.
- Registration fees must be paid in full by the stated deadline unless a payment plan has been approved.
- Proof of age or residency may be required depending on the program.
- Late registrations will be accepted only if space allows.

1.2 Attendance & Participation

- Participants are expected to arrive on time and be prepared for activities.
- If a participant is absent, parents/guardians should notify the program supervisor or coach in advance.
- Continuous absences may affect a participant's standing in the program.

1.3 Equipment & Uniforms

- The Recreation Department will provide equipment unless otherwise stated.
- Participants are responsible for returning all department-issued items.
- Damaged or lost equipment may be subject to a replacement fee.

1.4 Safety Procedures

- All staff, volunteers, and coaches must follow department safety protocols and report hazards immediately.
- Injuries must be reported on the official incident report form within 24 hours.
- Participants must wear any required safety gear at all times.
- Only authorized personnel may administer first aid.

1.5 Staff & Volunteer Responsibilities

Program Staff and Volunteer must receive appropriate training and certification under New Jersey Law in order to engage in any programming.

- Oversee the daily operation of programs.
- Maintain attendance records and necessary documentation.
- Ensure adherence to all policies and emergency procedures.

Coaches/Instructors Must:

- Create supportive and safe environments.
- Teach skills appropriate to age and ability.
- Enforce the code of conduct fairly and consistently.

Volunteers Must:

- Support staff as directed.
- Model positive behavior.
- Follow all department rules and complete required training.

2. Code of Conduct

2.1 Participants

Participants must:

- Show respect to all coaches, volunteers, staff, and fellow participants.
- Use appropriate language and maintain good sportsmanship.
- Follow instructions and safety rules.
- Never engage in bullying, fighting, or harassment of any kind.
- Respect property and equipment.

Consequences may include warnings, suspension from activities, or removal from the program.

2.2 Parents & Guardians

Parents and guardians must:

- Encourage good sportsmanship.
- Refrain from yelling, arguing, or using abusive language.
- Support the decisions of coaches and officials.
- Address concerns privately with staff or supervisors—not during active play.

Violation of these rules may result in removal from the facility or program-related activities.

2.3 Spectators

Spectators must:

- Maintain a positive and respectful environment.
- Avoid interfering with program staff or coaches.
- Follow all facility rules and policies.

2.4 Coaches

Coaches must:

- Demonstrate professionalism and fairness.
- Treat all participants equitably.
- Avoid profanity, aggression, or negative comments.
- Ensure that every participant has the opportunity to learn and enjoy the program.

2.5 Volunteers

Volunteers must:

- Maintain appropriate boundaries with participants.
- Represent the department with professionalism.

- Avoid engaging in confrontations with parents or officials.

3. Parent/Guardian Notification Procedures

3.1 Communication Methods

The Recreation Department will notify parents/guardians using:

- Email
- Text alerts (if opted in)
- Phone calls (for urgent matters)
- Posted notices on department website or social media

3.2 Emergency Notifications

- Parents/guardians will be contacted immediately in the event of injury or medical emergency.
- If the parent cannot be reached, the department will contact the emergency contacts listed on the participant's registration form.
- Emergency services will be contacted if the situation warrants immediate medical attention.

3.3 Weather-Related Cancellations

- Program cancellations due to weather will be announced at least 1–2 hours before start time when possible.
- Notifications will be sent through the department's primary communication channels.

3.4 Behavioral Incidents

- Staff will notify parents/guardians if a participant violates the code of conduct in a serious or repeated manner.
- A meeting may be scheduled for follow-up if needed.

3.5 Program Changes

- Any changes to schedules, locations, or program details will be communicated promptly via email and posted online.