

Date Submitted: \_\_\_\_\_

**Pequannock Township Board of Education**

Conf. # \_\_\_\_\_

**Facilities Use Application**

Check requested facility and location:

☐ School Grounds

☐ Athletic Facilities

☐ Athletic Field (specify below)

☐ PT High School

☐ PV Middle School

☐ S.J. Gerace

☐ Hillview

☒ North Blvd

Organization: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Responsible Adult: \_\_\_\_\_ Telephone: \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

Home Address: \_\_\_\_\_

Billing Address \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(include set up & clean up)

Event/Use Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Setup Request and or School Equipment Request \_\_\_\_\_

\_\_\_\_\_

Is the applicant incorporated? Yes \_\_\_ No \_\_\_ If yes, is applicant a 501(c)(3) non-profit? Yes \_\_\_ No \_\_\_

Name, address, and telephone of Supervisor(s) or person(s) responsible for all activities on requested dates.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check box that describes your group:

- ( ) Class 1 (Pequannock School Groups)
- ( ) Class 2 (Pequannock non-profit groups for the benefit of Pequannock children)
- ( ) Class 3 (Pequannock non-school groups for the benefit of Pequannock children)
- ( ) Class 4 (Pequannock non-profit, non-school groups)
- ( ) Class 5 All other entities (athletic, cultural, civic, educational, recreational, or social purposes)

Answer the following:

1) Will/Does applicant charge admission or a participation fee?

Yes \_\_\_ No \_\_\_ If yes, specify costs \_\_\_\_\_ per person/per hour (circle one)

2) Will food be served? Yes \_\_\_ No \_\_\_ (If yes, custodial fees will apply)

## APPLICANT AGREES TO:

1. Assume all liability for and agrees to indemnify and hold the Board, its respective members, agents, contractors, servants, employees, volunteers, applicants or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Applicant, its members, agents, contractors, servants, employees, volunteers, applicants, or invitees related to its use of the Board's facilities, including but not limited to, the Applicant's use of any portable equipment. In the event that an action or proceeding is brought against the Board by reason of any such claim, the Applicant, upon notice from the Board, covenants to resist or defend, at Applicant's expense such action or proceeding by counsel reasonably satisfactory to the Board.
2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Applicant, its members, agents, contractors, servants, employees, volunteers, applicants, or invitees. The Applicant must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the Applicant against any liability for bodily injury and property damage. The Pequannock Township Board of Education shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Pequannock Township Board of Education with the Applicant's use of the facilities request.
3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Applicant's use of the facilities, including when necessary, custodial and/or other fees.
4. Observe and adhere to all of the Board's rules and regulations governing the use of the facilities as set forth in the Pequannock Township Board of Education policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Office of the Board of Education 538 Newark Pompton Turnpike, Pompton Plains, NJ and on the District website at [www.pequannock.org](http://www.pequannock.org). Any violation of these terms and conditions may result in the immediate expulsion of the Applicant from the Board's facilities.
5. If school is closed due to inclement weather, Applicant's event/function shall be cancelled.
6. If the Applicant is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Applicant shall provide the Board with a statement of compliance with the Board's Policy No. 2431.4 "Concussion Testing and Return-to- Play" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
7. Pursuant to N.J.S.A. 18A:40-41.5, the Board shall not be liable for the injury or death of a person due to the action or inaction of the Applicant or any of the Applicant's members, agents, contractors, servants, employees, volunteers, applicants, or invitees.
8. All charges for the use of school facilities will be paid within thirty (30) days after the Applicant's use of the facilities. Late payments will be charged a late fee of 2% monthly.
9. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Applicant and approved by the Board at least seven (7) days in advance of the date scheduled for the use of facilities.

## INITIAL THE FOLLOWING:

\_\_\_\_\_ I have read and understand Board Policy 7510 and Regulation 7510R for the rules, regulations, and conditions for use of facilities.

\_\_\_\_\_ I have read and understand Board Policy 2431.4 and Regulation 2431.4 for prevention and treatment of concussions and head injuries.

\_\_\_\_\_ I have read, printed, and will have available the School Program Security Guide during the event.

\_\_\_\_\_ I have read, printed, and will have available Guidance for Sports Activities and submitted the COVID-19 Attestation Form with this application.

I hereby accept responsibility for supervision, compliance with applicable laws, regulations, Pequannock Township Board of Education policies, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the aforementioned use of school facilities. I understand that the Board of Education reserves the right to change the facility/room assignment and to withdraw the privilege of using the facilities if conditions for use are not observed or abused, and to take any action deemed appropriate by the Board without notice to the applicant. All applicants must provide the following- (1) Certificate of Incorporation (if any); (2) Proof of non-profit status; (3) Certificate of Insurance naming Pequannock Township Board of Education as an additional insured with minimum limit of \$1 million per occurrence and \$2 million aggregate; (4) Copy of driver license of requester/person responsible for the event and activities. Incomplete applications will not be considered.

Print Name of Applicant \_\_\_\_\_

Position with Organization \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

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## OFFICE USE ONLY

\_\_\_\_\_ Building Principal

\_\_\_\_\_ Athletic Director

\_\_\_\_\_ BOE Business Office (billing)

## PARTICIPANT RELEASE FORM

In consideration of the said PEQUANNOCK TOWNSHIP Pubic Schools allowing the undersigned to participate in the use of a facility, I/we release the said PEQUANNOCK TOWNSHIP Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School facilities except in the event such injuries are sustained due to the sole negligence of the said PEQUANNOCK TOWNSHIP Public Schools; and further, I/we release the said PEQUANNOCK TOWNSHIP Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School facilities.

Facility: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Group's Liability Insurance Coverage:

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Statement of Compliance with the  
Pequannock Township Board of Education Policy No. 2431.4  
"Concussion Testing and Return-to-Play"

I, \_\_\_\_\_, on behalf of  
\_\_\_\_\_ (organization  
requesting use of facility), hereby certify to the following:

1. The Pequannock Township Board of Education and the user group  
named above are Parties to a Use of Public School Facilities  
Agreement entered into on (date) \_\_\_\_\_, for the  
purpose of permitting the user group to utilize the  
facilities and/or fields belonging to the Pequannock Township  
Board of Education for the purpose of  
\_\_\_\_\_.

2. In accordance with N.J.S.A. 18A:40-41.5(a)(2), the user group  
has read and hereby agrees to comply with Board Policy No.  
2431.4 "Concussion Testing and Return to Play" which is  
readily available on the District website or at the Board of  
Education Offices located at 538 Newark Pompton Turnpike,  
Pompton Plains NJ.

WITNESS:

USER GROUP REPRESENTATIVE

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



**Pequannock Bureau of Fire Safety**

530 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
973-835-5700 ext. 194

**Application for Permit**

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a processor activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur \_\_\_\_\_

Date/s \_\_\_\_\_ Time/s: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency #: \_\_\_\_\_ Email: \_\_\_\_\_

Block/Lot \_\_\_\_\_ Registration # \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following: \_\_\_\_\_

\_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Official Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

PROPERTY  
7510 / PAGE 1 OF 8

### 7510 – USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes and sometimes non community purposes, provided that such use does not interfere with the educational program of the schools. Prudent use and management of school facilities outside the regular operating schedules of our schools ensures that the outside use does not interfere with the school district's ability to provide a thorough and efficient system of education. The Board is concerned with liability and lawsuits and, therefore, in the interest of Pequannock Township taxpayers, unless the school district facilities are being used for emergency purposes, approval to sleep overnight in any of the facilities is prohibited. Any other overnight use will require approval of the full Board.

The Board reserves the right to determine whether a group is a community or non-community organization. The Board also reserves the right to charge a fee to a community group (such as Pequannock Township Parks and Recreation Department) if it is determined that a specific function includes many non-community participants; such as a Sports Tournament sponsored by a community based team, or a fundraising event for a recreation organization.

At no time shall the outside use of the school facilities conflict with the use of the building and grounds for school purposes or interfere with regular conduct of school work. Regular school activities, whether day or evening, shall have priority for use of all school facilities. In addition, school facilities are not available for use while school is in session or when school related practices/games/events are taking place.

The Superintendent or his/her designee will permit the use of school facilities when such permission has been requested in writing. All applications for use must be submitted 30 calendar days prior to the date use is requested to allow for all reviews and approvals. Any changes to the original application must be approved by the Superintendent or designee seven (7) days prior to the event. In the event the Superintendent deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent or Board of Education may refuse to grant the use of a school building whenever in their judgment there is a good reason why permission should be refused. They shall not be required to give a reason for such refusal. Permission may be cancelled in order to accommodate school needs.

The Board reserves the right to limit use of building and grounds during holidays, vacation periods, or during the time school is not in session and over the summer.

Approval to use school facilities shall be provided in writing with specifications for permitted time and use. Request to sell items such as refreshments or souvenirs must be detailed on the original request for determination. The approved use/time can not be changed by the requesting group nor can the requesting group transfer their use to another group.

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

- Class 1:       Pequannock School Groups
- Class 2:       Pequannock non-profit groups for the benefit of Pequannock children
- Class 3:       Pequannock for-profit groups for benefit of Pequannock children
- Class 4:       Pequannock for-profit groups
- Class 5:       Any other entity organized for athletic, cultural, civic, educational, recreational or social purposes.

### USE FEES (Does not include service charges/fees which apply to all groups)

Class 1 and 2: No Fee

Class 3 and 4: As per schedule

Class 5:       As per schedule

### Service Charges/Fees

The costs of custodial services (see service charges/fees schedule), including overtime, required as a result of the facilities' use will be borne solely by the organization incurring those costs in any of the five categories identified above including any and all costs associated with post clean-up. Hours worked or a set fee will be levied on all groups using school facilities. Custodial service will be required for all occasions when buildings are used and may also be required for fields. A cafeteria employee will be required for use of the kitchens. Municipal Police may be required at the discretion of the Superintendent and/or his/her delegate. Other service, such as audio-visual operation or other school attendant may be required or requested for an additional cost.

Each user shall present evidence of valid organizational liability insurance to the limit prescribed by district regulations. Use of another organization's or individual's liability insurance is prohibited. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 10:30 p.m. unless specifically requested and authorized in the application. Sleeping is not permissible based on fire and personal safety concerns in any of the buildings.

Smoking is prohibited at all times in any district building and on all school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

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Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used i.e., the stage lights and piano in the auditorium. No district equipment shall be removed from the premises for use by non-district personnel.

In addition, rental fees will be charged to all profit organizations and non-community groups for use of district equipment.

Organizations using school facilities for year-long or multiple programs shall have the option to enter into an annual contract with the School District. Usage fees shall be negotiated by the Board with these organizations and included in the contract. These organizations include, but are not limited to, Pequannock Parks and Recreation, Boys and Girls Club, Little League, Pequannock Soccer Club, Pequannock Lacrosse.

### Damages

Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed.

The user of school facilities will assume full financial responsibility for any and all damage done to school property as a result of or during use.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization or the purposes they represent.

### Application

Any organization that seeks to use the Board's facilities must provide the Board with a completed application and fees, together with all supporting documents, no later than thirty (30) days prior to the use sought. Incomplete applications will not be considered.

The application must be signed by an adult representative of the requesting organization who will be considered by the Board to be the agent of the organization person responsible for use(s). The applicant signing must be an officer of the organization (President, vice-president, secretary, treasurer).

The supporting documentation required for each facilities use application shall include:



# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

- (1) An Indemnification/Hold Harmless Agreement signed by an officer of the organization authorized to fully bind the organization. The signature of the authorized officer must be notarized.
- (2) A copy of the organization's Certificate of Incorporation, By-laws, and documentation verifying IRS code section 501(c)(3) status (if applicable).
- (3) Documentation identifying individuals authorized by the Secretary of State to accept service of process and notices on behalf of the organization and an address for such service. Ex. Articles of Incorporation, meeting minutes, notarized form of organization's leadership, copy of bank statement/signator card(s)
- (4) Certificate of Insurance naming the Pequannock Township Board of Education as an additional insured and have the minimum amounts set forth below:

\$1,000,000 per occurrence

\$2,000,000 in the aggregate

- (5) The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports Related Concussions and Head Injuries, to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries. (For the purposes of this policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department).
- (6) A copy of the responsible party's government issued photo identification (ex: driver's license).

### Rules and Regulations for Use of Facilities of the Board of Education of Pequannock Township

1. Possession of alcoholic beverages anywhere on school grounds is a violation of New Jersey Code of Criminal Justice 2C:33-16. Therefore, the possession of alcoholic beverages on school grounds is strictly forbidden.

# POLICY

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## PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

2. All litter must be removed prior to leaving the area of the school facilities used (including fields). Facilities must be left in broom clean condition.
3. The user must obtain the Superintendent's permission to bring equipment, decorations or materials to the school facility. No equipment, decorations or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
4. Any equipment, scenery decorations or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four (24) hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
5. The sponsor of any event using school facilities is responsible for controlling participants and ensuring the safety and security of all involved and the maintenance of the facilities.
6. Lighting equipment, ventilation systems and thermostatic controls may be operated only by an employee of the district.
7. Consuming food or beverages in the gymnasium is prohibited except where permission is given in advance by the Board.
8. No animal shall be allowed on school premises without the approval of the Superintendent.
9. No signs, posters, advertisements, or other displays may be placed in the school building without the approval of the Superintendent.
10. The custodian is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
11. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, computers and office equipment.
12. No vehicles of any type shall be operated in any area that is not designed for such vehicles. **VEHICLES ARE NOT TO DRIVE OVER CURBS TO ACCESS THE FIELDS. VEHICLES ARE TO USE THE APPROPRIATE ENTRANCES TO ACCESS FIELDS.**

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

13. Event participants for an indoor event are required to remain inside the facility being used.
14. Employees are considered designees in charge of the building in which they work. Verbal or any other form of abuse of any Board of Education employee is the same as abuse of any school official or authority and will be treated accordingly.
15. The Board of Education reserves the right to assign a Board of Education employee to any event, the cost of which will be borne by the event sponsor.
16. The Board of Education reserves the right to close its fields or other facilities at its sole discretion. On weekdays, the Director of Buildings and Grounds will decide whether to close the fields, and on weekends, the chairperson of the Board's Buildings and Grounds Committee, or their designee, will make that decision and notify the appropriate representative of the organization intending to use the fields.
17. An individual representing the organization that has been granted facilities use must have a copy of the Facilities Use Permit issued by the Board in their possession at the time of the event and must show it to any representative or employee of the Board upon request.
18. Failure to abide by these rules may result in additional charges for costs of excess clean up and/or repair and/or the Board's withdrawal of existing approvals for use of school facilities.
19. Each organization using a school facility must receive a copy of the Program Security Plan and have it available at each event in case of emergencies.

### Facility Uses Must be Properly Supervised

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Superintendent to perform extra services as an accommodation to the user, the user will be charged an additional fee.
- b. The user shall assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- c. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board Member or school official from a school facility for any reason.

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

**All organizations granted approval under this policy are strictly responsible for abiding by the Rules and Regulations for Facilities Use attached to the policy and the maintenance of the facilities and the safety and security of all participants in its activities. The use of alcohol, illegal drugs or tobacco on school property is strictly prohibited.**

### Unauthorized Use of School Grounds

The use of the schoolyards shall be subject to the following regulations:

- A. Profanity, picnicking, fires or any dangerous unsightly or unsanitary practices are prohibited.
- B. The use of skateboards, roller skates, roller hockey and/or in-line skates are prohibited on school grounds.
- C. No glass containers are permitted on any section of school grounds.
- D. Bicycles are to be stored in schoolyard bicycle racks.
- E. All unauthorized motor vehicles on school property will be removed at the owner's expense. **VEHICLES ARE NOT TO DRIVE OVER CURBS TO ACCESS THE FIELDS. VEHICLES ARE TO USE THE APPROPRIATE ENTRANCES TO ACCESS FIELDS.**
- F. Any unauthorized person who loiters on or about any school building or grounds, or who causes disturbances may be guilty of disorderly conduct and may be prosecuted according to law.

### TRACK AND FIELD RULES

- A. The public may use the track when not in use by students and only from Sunrise to Sunset.
- B. The track is to be used for walking or jogging (walking and running shoes only) and only when no activities are being held on the turf field.
- C. The following are strictly prohibited on and around the track and field:
- D. NO Pets of any kind
- E. NO Gum, food, seeds or nuts
- F. NO High heeled shoes or cleats on the turf or track
- G. NO Smoking or chewing tobacco
- H. NO Glass containers of any kind
- I. NO Cars, trucks, vehicles of any kind, including bicycles, scooters, mopeds, all-terrain vehicles, etc.
- J. NO Open flames or use of flammable devices
- K. NO Skateboards, roller skates, roller blades, strollers or any other wheeled item
- L. NO Golfing
- M. NO Remote control toys: such as cars, trains, planes or kites
- N. NO Sports drinks, soda, or any other beverages on or around the track and field, **ONLY WATER IS PERMITTED**
- O. NO Painting, chalking, tape or other adhesive material shall be placed on the track surface or turf field

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

The Board shall annually approve a schedule of rental fees for the use of school facilities. Each such approval shall include an approval date on the schedule of fees title.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 24 January 2000  
Revised and Adopted: 12 December 2000  
Revised and Adopted: 12 March 2001  
Revised and Adopted: 28 December 2003  
Revised and Adopted: 22 December 2008  
Revised and Adopted: 16 August 2010  
Revised and Adopted: 23 January 2012  
Revised and Adopted: 19 March 2012  
Revised and Adopted: 20 October 2014  
Revised and Adopted: 13 October 2015  
Revised and Adopted: 9 September 2019

# REGULATIONS

PEQUANNOCK TOWNSHIP  
BOARD OF EDUCATION

PROPERTY  
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## 7510R – SCHEDULE OF FEES FOR FACILITY USE

| <i><b>FACILITY</b></i>       | <i><b>Rate/Hour</b></i> |
|------------------------------|-------------------------|
| <b>HIGH SCHOOL</b>           |                         |
| Auditorium                   | \$250                   |
| Gymnasium                    | \$100                   |
| Cafeteria                    | \$100                   |
| Cafeteria with Kitchen       | \$200                   |
| Kitchen                      | \$100                   |
| Media Center                 | \$25                    |
| Classroom                    | \$20                    |
|                              |                         |
| <b>FIELDS</b>                |                         |
| Football-Turf                | \$200                   |
| Baseball / Softball Games    | \$75 per game           |
| Field Lighting Costs         | \$100                   |
|                              |                         |
|                              |                         |
| <b>MIDDLE SCHOOL</b>         |                         |
| All Purpose Room             | \$100                   |
| Cafeteria                    | \$75                    |
| Cafeteria with Kitchen       | \$150                   |
| Gymnasium                    | \$100                   |
| Kitchen                      | \$75                    |
| Media Center                 | \$25                    |
| Classroom                    | \$20                    |
|                              |                         |
| <b>ELEMENTARY SCHOOLS</b>    |                         |
| Gymnasium/Multi-Purpose Room | \$75                    |
| Media Center                 | \$25                    |
| Classroom                    | \$20                    |

Adopted: 6 June 2016  
Revised and Adopted: 13 March 2017

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

### PROGRAM

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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

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#### 2431.4 – PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics cheerleading, and band programs, it is imperative that student-athletes, cheerleaders, band members, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete, cheerleader, or band member to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics, cheerleading, or band program is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes, cheerleaders, and band members in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, "cheerleading and band program" shall be kindergarten through twelfth grade school-sponsored cheerleading and band programs.

The school district will adopt an Interscholastic Athletic, Cheerleading, and Band Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, cheerleading, and band program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports and every cheerleader and band member who participates in a program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete, cheerleader, or band member's parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

baseline testing of all student-athletes, cheerleaders, and band member before the pupil begins participation in an interscholastic athletic, cheerleading, or band program.

Any student-athlete, cheerleader, or band member who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete, cheerleader, or band member is exhibiting signs or symptoms, the pupil will be evaluated by the school or team physician. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete, cheerleader, or band member to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete, cheerleader, or band member with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete, cheerleader, or band member who participates in interscholastic athletics, a cheerleading or band program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil is able to return to the activity. The medical release/clearance must indicate the student-athlete, cheerleader, or band member is asymptomatic at rest and either may return to the interscholastic athletic activity, cheerleading, or band program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract



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with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 21 November 2011

Revised and Adopted: 24 September 2012

# REGULATION PEQUANNOCK TOWNSHIP

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### PROGRAM

2431.4R / PAGE 1 OF 6

Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

M

#### 2431.4R – PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete, cheerleader or band member to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

#### A. Interscholastic Athletic/Cheerleading/Band Program Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/Cheerleading/Band Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, cheerleading or band program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

#### B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes, cheerleaders or band members before the pupil begins participation in an interscholastic athletic program or activity, cheerleading or band program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes, cheerleaders or band members on prevention of concussions.
3. All school staff members, student-athletes, cheerleaders, band members and parents of student-athletes, cheerleaders or band members shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian

# REGULATION PEQUANNOCK TOWNSHIP

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Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

### C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete, cheerleader or band member:
  - a. Appears dazed, stunned, or disoriented;
  - b. Forgets plays, or demonstrates short-term memory difficulty;
  - c. Exhibits difficulties with balance or coordination;
  - d. Answers questions slowly or inaccurately; and/or
  - e. Loses consciousness.
2. Possible symptoms of concussion shall be reported by the student-athlete, cheerleader or band member to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
  - a. Headache;
  - b. Nausea/vomiting;
  - c. Balance problems or dizziness;
  - d. Double vision or changes in vision;
  - e. Sensitivity to light or sound/noise;
  - f. Feeling sluggish or foggy;
  - g. Difficulty with concentration and short-term memory;
  - h. Sleep disturbance; or
  - i. Irritability.

### D. Emergency Medical Attention for Concussion or Other Head Injury

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1. Any student-athlete, cheerleader or band member who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete, cheerleader or band member when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
  - a. In the event the school or team physician is available when the student-athlete, cheerleader or band member is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete, cheerleader or band member when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

### E. Sustained Concussion or Other Head Injury

1. A student-athlete, cheerleader or band member who participates in interscholastic athletics, cheerleading or band program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.
2. The student-athlete, cheerleader or band member suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete, cheerleader or band member's physician must provide to the school district, upon the completion of a medical examination, a written

# REGULATION PEQUANNOCK TOWNSHIP

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medical release/clearance when the pupil is able to return to the activity. The release/clearance must indicate:

- a. The medical examination determined the injury was not a concussion or other head injury, the pupil is asymptomatic at rest, and the pupil may return to the interscholastic athletic, cheerleading or band activity; or
- b. The medical examination determined the injury was a concussion or other head injury, the pupil is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete, cheerleader or band member may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the pupil is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

### F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete, cheerleader or band member may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

**Step 1** - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete, cheerleader or band member may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall be required to have a re-evaluation by their physician or licensed healthcare provider. The pupil shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

**Step 2** - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no

# REGULATION PEQUANNOCK TOWNSHIP

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return of any signs or symptoms of a concussion, the student-athlete, cheerleader or band member may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 1.

**Step 3** - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete, cheerleader or band member's heart rate. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 2.

**Step 4** - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete, cheerleader or band member may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 3.

**Step 5** - The pupil's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the pupil's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the pupil may participate in normal training activities. The objective of this Step is to restore the pupil's confidence and for the coaching staff to assess the pupil's functional skills. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the pupil does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the pupil's physician, shall determine the pupil's return to competition and practice protocol.

**Step 6** - Return to play involving normal exertion or game activity. If the pupil exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

### G. Temporary Accommodations for Student-Athletes Cheerleaders and Band Members with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed pupil to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

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2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
  - a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 24 September 2012

# ***Pequannock Schools***



## **Program Security Guide** **(North Boulevard Elementary)**



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# **I. NB Life Saving Equipment Locations**

## ***A.E.D. Locations***



- ☐ Inside main entrance hallway near All Purpose Room doors
- ☐ Inside across from gym door entrance near water fountains
- ☐ Outside of exterior door #3 near baseball fields (warm weather only)

## ***Epipen and Narcan Spray Location***



- ☐ Inside the main office mounted on wall
- ☐ ***If the office door is locked you must immediately locate a custodian***

## ***Fire Extinguisher Locations***



- ❑ Fire Extinguishers are located throughout the interior of the school

## ***Fire Pull Box***



- ❑ Fire Pull Boxes are located throughout the interior of the school

## II. NB School Safety and Security

### ***Severe Weather***

Severe weather can strike at anytime. The greatest dangers from high winds are roof failure, breaking glass and flying debris. Be prepared to take action. Use the information below to assist you in making the best decisions:

1. If outdoors, seek shelter indoors.
2. In high wind situations move to the interior of the building.
3. ***Do not*** seek shelter in the gym if extreme winds are present. Move to the interior of the building.
4. Small interior rooms, bathrooms and ***hallways with no windows that are away from the exterior doors offer the best protection.***
5. If your school has more than one story, evacuate the upper level of your school to the lower interior level. The lowest level is always the safest.
6. When severe winds are present have students sit near the interior wall and clasp their hands above their heads to protect themselves from debris.
7. Know what action you are going to take ***before*** severe weather strikes.
8. The Pequannock Police should always be notified of your situation.
9. Always keep an attendance record of your students.

## ***Fire/Smoke Evacuation***

Be prepared to evacuate the school if the fire alarm sounds, an odor of smoke is detected or a fire is reported. Use the information below to assist you in making the best decisions:

1. Know where the closest exit and alternate exits are located.
2. Know where the fire pull boxes and fire extinguishers are located.
3. Keep students quiet and orderly and evacuate through the closest, safest exit. ***Call 911***
4. Move to a minimum distance that is twice the height of the school's roof. Be prepared to move further away should it be necessary.
5. Do not reenter the school until cleared by the Fire Chief or Police
6. Always keep an attendance record of your students.

## ***Evacuations***

Gas leaks, bomb threats or any other serious incident may require the evacuation of the school to a minimum distance of 1000 feet. See the below information:

1. Know where the closest exit and alternate exits are located.
2. ***Call 911*** and advise the police of the situation.
3. If you ***smell gas***, immediately evacuate everyone in the building to the edge of the fields to a minimum of 1000 feet from the school.
4. If a ***bomb threat*** is received: Stay calm and call the police. The police will advise on whether the threat requires evacuation or not. If they determine an evacuation should take place move 1000 feet from the school.

## ***Lockdowns***

A dangerous person enters the building with the intent on harming someone. What actions do you take to keep your students safe? Hide? Run? Defend Yourself? All of those options are on the table. You must be prepared and make choices based on the scenario. The information below will assist you in making the right decisions.

1. Know how to lock and secure the doors. If a ***dangerous person*** is in the building and you could protect your students by hiding behind a locked door do so immediately.
2. ***Call 911*** as soon as possible!!
3. Stay away from the door windows so you cannot be seen. Find an area that is out of the door window site line.
4. Have everyone remain quiet.
5. If it is absolutely safe to do so, and it is the best option, evacuate the building and seek a safe location. If it is not safe, stay behind the locked door and wait for the police.
6. As a last resort you may have to defend yourself. If you or your students are in imminent danger prepare yourself with available objects (chairs, desks, tools etc.) to disable the intruder.
7. Remember every scenario is different. You may have to:
  1. ***Hide*** behind a locked door
  2. ***Run*** to a secure location
  3. ***Defend*** yourself

*See next page (7) for information on locking doors:*

## ***Locking the Doors***



### **All Purpose Room and Gym**

1. *Lock Door by pulling the red strap off the buckle*
2. *The Panic Bar will pop out*
3. *Pull the door closed to ensure it is locked*

### **III. Emergency Contacts**

- **EMERGENCY DIAL 9 1 1**
- Pequannock Police Department- (973)835-1700 or 911
- PSEG - (800)880-7734
- Pequannock Security- (973)616-6000 Ext.6123
- N.B. Office- (973)616-6070
- Parks and Recreation- (973)835-5700
- Boys and Girls Club- (973)633-9007





## Guidance for Sports Activities July 9, 2020

*Executive Order No. 149, issued on May 29, 2020, permitted sporting activities, including organized sports, to resume on June 22, 2020. Permissible sporting activities were required to take place in **outdoor** settings only in a manner that **does not involve person-to-person contact** or routinely entail individuals interacting within six feet of one another.*

*Executive Order No. 163, issued on July 8, 2020, states that practices and competitions for Low Risk sports and no-contact practices for Medium Risk and High Risk sports are permitted in outdoor and indoor settings. Contact practices and competitions for Medium Risk sports are permitted in outdoor settings only. Contact practices and competitions for High Risk sports remain prohibited in both indoor and outdoor settings.*

*This “Guidance for Sports Activities” published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the [Centers for Disease Control and Prevention \(CDC\) Guidance on Youth Sports](#).*

*This guidance document does not apply to professional sports activities or US national team activities.*

*High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance. Per Executive Order No. 149 (2020), NJSIAA activities may not resume before June 30, 2020.*

*As a reminder, youth sports summer camps that were permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, in addition to these Standards for Sports Activities.*

*As of June 22, 2020:*

- **Inter-team games, scrimmages, and tournaments** are permitted for low-risk sports, such as golf and individual running events (a more complete list is available below).
- **Contact sports**, which are defined as any sports categorized as medium or high risk (a more complete list is available below), must limit activities exclusively to no-contact drills, practices, and simulations of game situations as of June 22.

*As of July 8, 2020:*

- Traditional practices and competitions are able to resume for medium-risk sports, such as baseball, softball, basketball, and soccer, in outdoor settings. No-contact practices for medium-risk sports are permitted in both outdoor and indoor settings.
- Practices and competitions for low-risk sports are permitted both in indoor and outdoor settings.



*By July 20, it is still anticipated that contact practices and competitions will be able to resume for high-risk sports, such as football.*

*The public health data on which this document is based can and do change frequently. Organizers should check back frequently for updates. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly.*

***Sports program operators must abide by the following timeline:***

| <b><u>Risk Level</u></b>   | <b><u>Examples</u></b>  | <b><u>Important Dates</u></b>   |
|--|---|---|
| High risk - Sports that involve close, sustained contact between participants  | Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.   | No-contact practices in outdoor settings: June 22<br><br>No-contact practices in indoor settings: July 8<br><br>Contact practices and competitions: July 20 |
| Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants. | Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track.   | No-contact practices in outdoor settings: June 22<br><br>Contact practices and competitions in indoor and outdoor settings: July 8                          |
| Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another  | Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton. | Practices and competitions in outdoor settings: June 22<br><br>Practices and competitions in indoor settings: July 8  |



### **Guidance for Operations**

Outdoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor sports facilities, such as athletic fields, courts and other playing surfaces, outdoor pools, and sailing and boating facilities that are permitted to reopen their premises and facilities to adult sports and supervised youth sport leagues, summer sports camps, and other athletic activities should follow the safety measures outlined below. As a reminder, municipalities retain the discretion to open or close municipal fields or facilities.

#### **1. Preparing a Sports Program for Practices**

- a. Each sports program shall create a plan (“program preparation plan”) to ensure the following:
  - i. Identify adult staff members or volunteers to help remind coaches, players and staff of social distancing. Use of signs, tapes or physical barriers can be used to assist with guiding social distancing requirements.
  - ii. Within the program, consider creating consistent groups of the same staff, volunteers, and athletes, and avoid mixing between groups.
  - iii. Individuals shall remain 6 feet apart from one another whenever possible. This applies to athletes, coaching staff, parents/guardians, and other spectators.
  - iv. Coaching staff and parents/guardians should wear cloth face coverings. Athletes should wear cloth or disposable face coverings when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face coverings are not required when persons are engaged in high intensity aerobic or anaerobic activities. Face coverings should **not** be worn when engaged in activities that may cause the cloth face covering to become wet, like when swimming, or when doing so may endanger the individual’s health. When face coverings are not worn, efforts should be made to maintain at least 6 feet from others.
  - v. Create staggered schedules to limit contact between groups and/or players.
  - vi. All staff should be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
    1. Revised practice rules and regulations in place during COVID-19;
    2. The importance of staying home when experiencing symptoms of COVID-19 or residing with someone experiencing symptoms of COVID-19;
    3. Social distancing and face coverings;
    4. Proper hand hygiene;
    5. How to address a situation in which an athlete presents with symptoms of COVID-19; and
    6. How to address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.



- vii. Educate athletes and coaching staff about when they should stay home and when they can return to activity.
  - 1. Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
  - 2. [Individuals, including coaches, players, and families, should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
  - 3. Individuals, including coaches, players, and families, who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
  - 4. Immediately separate coaches, staff, officials, and athletes with COVID- 19 symptoms at any sports activity. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well, and follow [CDC guidance for community-related exposure](#).
  - 5. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- viii. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups and other types of shared water sources should not be permitted
- ix. Encourage athletes to use their own equipment to the extent possible.
- x. Discourage sharing of equipment as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available. Consult CDC guidance for cleaning and disinfection.
- xi. Discourage use of locker rooms or facility showers. If facility showers need to be used, only allow shower and locker room use if there are partitions or signage in place to ensure that athletes maintain proper physical distancing of 6 feet.
- b. Communicate applicable details of the plan to parents/guardians and/or participants before commencing practices.
- c. Organizers should further consult and implement, as appropriate, recommendations listed in the CDC guidance regarding assessing risk, promoting healthy behaviors, and maintaining a healthy environment during youth sports.



## **2. Preparing a Facility for Sports Practices**

- a. Each facility that will be used for practices should ensure:
  - i. Signage posted in highly visible locations with reminders regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs);
  - ii. Reduced crowding and proper social distancing around entrances, exits, and other high-traffic areas of the facility;
  - iii. Routine and frequent cleaning and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations;
  - iv. Limit occupancy in restrooms that remain open to avoid over-crowding, maintain social distancing through signage and, where practicable, utilize attendants to monitor capacity; and
  - v. Have hand sanitizer, disinfecting wipes, soap and water, or other sanitizing materials readily available at entrances, exits, benches, dugouts, and any other area prone to gathering or high traffic.
  - vi. On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.

## **3. Conducting Sports Practices**

- a. Coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order Nos. 156 (2020) and 161 (2020), or the Order in effect at the time of competition.
- b. Screen athletes, coaches, staff and others participating in practice sessions, via temperature check and health questionnaire, at the beginning of each session. Players, coaches, staff, and volunteers showing symptoms of COVID-19 shall not be permitted to participate. If any individual develops symptoms of COVID-19 during the activity, they should promptly inform organizers and must be removed from the activity and instructed to return home.
- c. Encourage practice activities that do not involve sustained person-to-person contact between athletes and/or coaching staff, and limit such activities in indoor settings. For example, focus on individual skill-building activities.
- d. Adhere to precautions outlined in the program preparation plan.
- e. Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.). Consider assigning coaching staff to monitor sideline social distancing.
- f. If any equipment is provided by the operator, operators must minimize equipment sharing and clean and disinfect shared equipment at the end of a practice session using a product from the list of disinfectants meeting EPA criteria for use against the novel coronavirus. Do not permit athletes to share food, beverages, water bottles, towels, pinnies, gloves, helmets or any other equipment or materials that is involved in direct bodily contact.



- g. Consider dividing larger teams into smaller groups and staggering practices at different times or across different days.
- h. Limit any nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations as much as possible. Visitors and spectators should wear face coverings at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
- i. Operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing. Visitors showing symptoms of COVID-19 shall not be permitted to attend.
- j. Restrict spitting, handshakes, high-fives, team huddles, and any other close-contacting activities.

#### **4. Preparing for games and tournaments**

Competitions, tournaments, and other activities or events that involve interaction between athletes from the same team or between teams carry [significant risks](#) that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition:

- a. Follow protocols listed above under "conducting sports practices."
- b. When competitions are permitted, based on the dates outlined in the chart above, coaches, staff, visitors and athletes will be required to abide by the gatherings limitations in effect at the time of competition.
- c. Concession stands should meet the requirements for outdoor dining outlined in Executive Order No. 150 (2020) and Department of Health Executive Directive No. 20-014.
- d. Consider social distancing requirements when scheduling contests and events. Social distancing will need to be maintained on buses/vans. Thus, multiple buses/vans and/or individual parent/guardian transportation will likely be required. Games should be scheduled at intervals that allow for proper sanitation of facilities and equipment following each game.

#### **Additional notes:**

Programs that are governed by formal league rules or other binding agreements or affiliations should comply with any COVID-19 and other health and safety rules applicable under those authorities but must abide by the timeline regarding permitted practice activities and competition dates.



Consumer, Environmental and Occupational Health Service  
Public Health and Food Protection Program  
P.O. Box 369 | Trenton, NJ 08625  
ph: (609) 826-4935 | [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)  
<https://nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

## YOUTH CAMPS COVID-19 ATTESTATION FORM

The following are the minimum requirements for each Youth Camp Operator/Director **and** Health Director to document and attest that their facility has developed, prepared, and is ready to implement a COVID-19 Youth Day Camp Standards policies and procedures. Completion of this form is required by Executive Order 149 and must be completed in full and mailed or emailed to the Department at least 24 hours prior to the anticipated opening date of the camp.

Save this form and email it as an attachment to: [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

|                                      |  |
|--------------------------------------|--|
| Youth Camp Certification No.         | # of Single Sport locations under this certification:            |
| Name of Youth Camp                   |  |
| Name of Youth Camp Operator/Director |  |
| Name of Youth Camp Health Director   |  |
| Location Address                     |  |
| Location City/State/ZIP              |  |
| Email Address                        |  |
| Camp Type (select all that apply)    | <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor |

**Questionnaire:** The following questions must be answered Yes or No. Please check "Y" for yes and "N" for no. All "No" answers must be followed by a detailed explanation. (refer to New Jersey COVID-19 Youth Day Camp Standards Guidelines document for more details posted at <https://www.nj.gov/health/ceohs/sanitation-safety/> )

|   |  |
|---|--|
| <input type="radio"/> Y <input type="radio"/> N | Has your youth camp developed COVID-19 Youth Day Camp Standards policies and procedures?   |
|   | Do your youth camp COVID-19 policies and procedures meet the following minimum standards?  |
| <input type="radio"/> Y <input type="radio"/> N | appropriate social distancing and/or face coverings  |
| <input type="radio"/> Y <input type="radio"/> N | hygiene practice, i.e. hand washing and face touching  |
| <input type="radio"/> Y <input type="radio"/> N | enhanced cleaning and disinfection   |
| <input type="radio"/> Y <input type="radio"/> N | other public health prevention strategies such as but not limited to: cohort groups of campers, staggering of arrival/dismissal, isolation of campers and staff, signs, PPE's, daily health surveillance, temperature screening at entry |
| <input type="radio"/> Y <input type="radio"/> N | Do you receive any grants or subsidies from the NJDHS?<br>If Yes: <input type="checkbox"/> \$2,000 Emergency Child Care Assistance Program Grant <input type="checkbox"/> CCR&R Child Care Subsidy Program                               |
| <input type="radio"/> Y <input type="radio"/> N | Are you a Local Education Agency, including school district, charter school, renaissance school, Educational Services Commission, or joint commission?   |

Please explain any "No" responses in the space below. Attach additional sheets if necessary:

**ATTESTATION:** I certify that the information is true and to the best of my knowledge. I have read and will comply with the COVID-19 Youth Day Camp Standards policies and procedures. My submission of this form constitutes an attestation of compliance with the COVID-19 Youth Day Camp Standards policies and procedures.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

A COPY OF THIS COMPLETED FORM MUST BE MAINTAINED ONSITE