

WARREN TOWNSHIP RECREATION COMMISSION

Sport Organization Requirements to Use Fields and Gyms

All the following must be sent to the Recreation Director before the season begins or field/gym assignments may be delayed or denied:

- * Assign a Safety Coordinator - That coordinator must contact the Recreation Director with the proof of coaches' certifications. I will share a data base with all coaches' certifications to help with the process. Remind the coaches where the deliberators are on each field.
- * Coaches rosters - names, address, phone, when they completed Rutgers training, fingerprinting, CPR/AED training.
- * Team Rosters - By team, child's name, address, age, school if possible.
- * Practice and game schedules - Prefer them emailed, keeping me up to date by email as changes are made.
- * Insurance certificate- Must add Township of Warren as insured.(if using BOE, then BOE) (using the turf fields add the Somerset County Parks Commission). Also make sure it is up to date. All separate forms.
- * Facility use application - for each season, tournament, clinic, all stars separately; stating what fields for what time and day. Show the practice and game schedules.

Once you receive your approved permit the rest of the fields will be open for the Recreation Dept. to schedule to others. You will be notified if there is a conflict with a date. Notify the Recreation Dept. if more field space is need once the season begins. If a meeting is required to iron out the schedule please contact the Recreation Director at 908-753-8000 ext 270.

NOTE: YOU MAY NOT RECEIVE ALL THAT YOU ASK FOR SO PLEASE GET YOUR REQUEST AND SCHEDULES IN AS EARLY AS POSSIBLE.

Field charge is \$50/3hrs. per field for seasons when less then 66% are residents; unless something else is worked out with the Administrator. Which means 66% of Warren residents only. I can not accept your applications for this season, if I do not receive your payment from the season before.

I have the right to forfeit your permits unless I have your coaches' roster, team rosters, emailed game & practice schedules and insurance certificate(s) by the time you play your first game.

School fields/gyms: You must get the application from the BOE or any school. Take to either BOE or the school. Please fax me a copy at 908-753-7768 so I know it is coming. The school first sees if there is an opening, then they send me your org. form. I will see if there is an opening depending upon other requests. At that time I sign it and send it back to Nancy Becker who sends it to the school in question. This process may take a while so that is why I ask for a copy too. NOTE: The school may have field charges of their own. Make sure you check with them.

Feel free to call with any questions.

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