

VI. VOLUNTEERS COMMUNICATING ELECTRONICALLY REGARDING MUNICIPAL OPERATIONS

As a volunteer for the Township of Wyckoff utilizing your personal electronic device for communications of **ROUTINE PROCEDURAL TASKS**, such as your availability for dates of recreational sports and training programs, your availability for special meetings, sharing of fire department meeting dates and drills, etc. via *all* electronic devices such as cell phones, smart phones, computers, electronic tablets, internet, voicemail, email and fax shall be conducted in a professional manner that does not discriminate, harass, bully, disparage, denigrate or threaten in any way an employee, youth sports participant, volunteer, member of the public or resident interacting or participating in Township of Wyckoff programs. A message that includes any of the aforementioned prohibitions is an “inappropriate message.” If a volunteer receives an inappropriate message via any electronic device, the volunteer has an obligation and shall *immediately* provide the inappropriate message as follows:

- Recreation Coaches: Provide the message to the Recreation Director
- Volunteer Fire Fighters: Provide the message to the Fire Chief & Assistant Chief
- Library Trustees: Provide the message to the Library Director

All other Board & Commission Members should provide the message to the Township Administrator and the chairperson of the Board and/or Commission on which you serve as a member.

- All Other Volunteers: Provide the message to the Township Administrator

Volunteers must comply with all policies adopted by the Township, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state

and local laws, including laws governing the transmission and dissemination of information while utilizing the internet, social media, application or any other electronic device or program.

Any communications regarding the Department, Board or the Team for which you volunteer **MUST BE LIMITED TO ROUTINE PROCEDURE TASKS** since all communications on personal emails, cell phones, or other personal Communication Media ~~is~~are subject to the provisions of the Open Public Records Act.

Volunteers participating in the Township of Wyckoff programs who are using electronic devices shall not:

- Invade the privacy of others
- Engage in any activity that is harassing or defamatory
- Communicate in a defamatory, obscene, or harassing manner or in violation of the Township's rules or policy
- Use Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement
- Use content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation
- Threaten any person or organization
- Use information that may tend to compromise the safety or security of the public or public systems
- Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Township media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments
- Use content that incites violence

- Provide photographs or videos without parental consent
- Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, disparaging comments or unsupported accusations

NOTE: MUNICIPAL OPERATIONS IS THE BUSINESS OF ANY VOLUNTEER, AGENCY, DEPARTMENT, BOARD, OR RECREATION PROGRAM IN WHICH YOU SERVE. THE USE OF YOUR PERSONAL ELECTRONIC DEVICE SHALL NOT INCLUDE THE PROHIBITIONS STATED. THE USE MUST BE LIMITED TO "ROUTINE PROCEDURAL TASKS."

VII. ZERO TOLERANCE POLICY TOWARDS HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Wyckoff Parks & Recreation

Zero Tolerance Policy towards Harassment, Intimidation, and Bullying

It is the Township of Wyckoff's policy to prohibit harassment, intimidation, and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator, or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images and other similar verbal, written, printed, or physical conduct.

If a participant, parent, spectator, or coach is witness to or believes to have experienced harassment, intimidation, or bullying, the participant, spectator, coach, or witness shall immediately notify the parent, coach, and the Parks & Recreation Director of the observed harassment.

Notification of appropriate personnel such as the coach, the parent, and the Parks & Recreation Director, is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks & Recreation cannot resolve a harassment, intimidation, or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators, and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them.

Violation of this policy shall subject participants, parents, spectators, and coaches to disciplinary action, up to and including immediate removal from the program.

Wyckoff Recreation Code of Conduct

Coaches:

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Ensure there is absolutely no physical or psychological intimidation, verbal abuse, and conduct that is demeaning to athletes or others by you or others coaching your team.
- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legal protected classification.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league and/or Recreation Department and the spirit of those rules.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.

I will treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

I will do my best to provide a safe playing situation for my players.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Correct or avoid unsafe practice or playing conditions.
- Use appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the care of the coach.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.

- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player.
- Demonstrate concern for an injured player, notify parents and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.
- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including "tailgating" prior to or after youth sporting events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a "children first" philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.
- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach's, parent's or child's behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.
2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.
6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24 Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.

14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).
15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

Wyckoff Recreation Code of Conduct

My failure or reported failure to comply with the attached Code of Conduct, Zero Tolerance Towards Harassment, Intimidation, and Bullying Policy, and the Volunteers Communicating Electronically Regarding Municipal Operations Policy in my role as a Coach or a Parent will result in my alleged actions being brought before the Wyckoff Board of Parks and Recreation's Code of Conduct Committee where my conduct will be reviewed and appropriate action taken. Such action may include, but is not limited to: no action, warnings, short and/or long term suspension, or immediate dismissal from the program or from coaching in the Wyckoff Recreation Programs.

Name (Printed)

Signature

Date