



# Joseph H. Firth Youth Center

## General Program and Building Policies

### **Evening Programs** (i.e. dances, jiu jitsu, wrestling practices, drop-in)

1. All youth must have a complete and valid “Membership Form” for the current year (renews in September annually). All components must be completed, including the Waiver and Consent to Participate signature/initialing sections. If not complete to the satisfaction of FYC Staff, the form is invalid and a new one must be completed prior to program participation. A photo of each youth is taken for internal use only.
2. High School youth are required to provide a School-issued photo ID with their Membership Form. If they don’t have a School-issued ID, then another Photo ID accompanied by proof of enrollment is acceptable (i.e. Genesis Account Page). Youth who turn 18 during the Program Year, are required to complete a new Adult Membership Form as a legal adult.
3. All youth must sign-in at the front desk upon arrival with Staff. If a youth “rolls over” from one program to another, they must be signed into each program separately.
4. Parents/Guardians and/or non-enrolled siblings are not permitted to attend, stay at, observe, or participate in youth programs. Exceptions may be made for FYC-authorized volunteers with a completed Volunteer Interest Form, Child Abuse Record Information (CARI) Clearance, and prior approval by the Executive Director.
5. Any FYC-authorized volunteer aiding in oversight of a program may be permitted to stay and/or have a non-participating child in their care. However, the adult and child are required to stay within close proximity to the program (i.e. Jiu Jitsu Volunteer Assistant stays within the Wrestling Room). They are not allowed to go in any other area of the building that is not connected to the program they are assisting with. The Locker Rooms can be used for lavatory facilities for programs in the Wrestling Room or Gymnasium. The Hallway Bathrooms can be used for programs held in the Multipurpose Room or Classrooms.
6. If participants need assistance tying wrestling shoes or sport-specific gear, staff can make reasonable accommodations in a front classroom or near the foyer entrance.

### **Sports Competitions** (i.e. Basketball games and Wrestling matches)

1. All youth must have a complete and valid “Membership Form” for the current year (renews in September annually). All components must be completed, including the Waiver and Consent to Participate signature/initialing sections. If not complete to the satisfaction of FYC Staff, the form is invalid and a new one must be completed prior to program participation. A photo of each youth is taken for internal use only. “Visiting Teams” may be an exception to this rule depending on the Certificate of Insurance presented with the Use of Facility Form.
2. Guests under 18 years old are not permitted to attend competitions without a parent/guardian present. Youth must stay with their parent/guardian throughout their stay.
3. Bouncing basketballs during games is prohibited. This is a distraction to the players and officials. Bouncing basketballs throughout the building is prohibited, as property can be damaged. Staff may ask to hold basketballs until youth leave.
4. For Basketball games, bleacher sections behind the team bench will be roped off and clear signage posted to designate the “Home” and “Away” side. No spectators shall sit behind the teams on the bleachers. “Home” and “Away” Spectator bleacher sections will be designated for both sides of the Court. Spectators must sit on their respective side.

5. Spectators must remain in a seat during the competition. Standing along the edge of the court or in the corners of the gym is prohibited. Playing on the court during timeouts, halftime, or between games is prohibited. Sitting along the edge of the mat is prohibited, with the exception of the team's cheerleaders, if approved in the Use of Facility Form.
6. All home and away team guests and players for Basketball League games must enter through the front door, sign-in with staff, and wait in the area assigned by Staff until instructed to proceed to the gym.
  - a. All guests must leave FYC property following the game they are signed-in to attend. If guests are eligible to stay for the following game, they must return to the front desk to be signed-in under the next team.
7. The FYC appreciates the respectful treatment of their property. This includes cleaning bleachers at the end of each competition by the teams that were using them.

### **General Building Policies in Effect Regardless of Program**

1. By law, all employees of the FYC are considered "Mandated Reporters" and required to report suspected child abuse and/or neglect to 1-800-NJ-ABUSE. Internal Procedural Training and State of NJ Mandatory Trainings are required annually.
2. The FYC is a drug-free property. Any guest suspected of being under the influence of any substance will be asked to leave the property immediately. Failure to comply will result in Police involvement and a possible ban from the FYC.
3. The building must remain locked at all times. Guests are not permitted to open a door or prop a door open for others to gain access. Emergency doors are to remain closed at all times. Use of Emergency Exits is only permitted during emergencies.
4. Guests who leave the building during a program are not permitted to reenter.
5. Programs are designated to a certain part of the building. Guests and participants are required to stay within that area throughout the duration of the program. Wandering of the building is prohibited.
6. No food in the gymnasium.
7. Locker Rooms are to remain locked (unless staff are advised otherwise).
8. The FYC is not responsible for lost or stolen items.
9. The FYC Code of Conduct must be followed at all times by all participants, volunteers, coaches, officials, parents/guardians, spectators, and all other visitors. Guests will be asked to leave if in violation of the Code of Conduct or if Staff feel behavior is inappropriate, unsafe, or incongruent with FYC practices. Staff are required to call 9-1-1 for Police assistance for incidences of physical violence, extreme verbal disputes, or when they deem it is appropriate to maintain a safe operation.
10. All FYC Policies are in effect throughout all hours of operation, including, but not limited to, the Discipline Policy, Expulsion Policy, Policy on the Management of Communicable Diseases, Policy on the Release of Children, On-Premise Recording Policy, etc.
  - a. Special events may have additional or modified policies at the discretion of the FYC Board of Directors and/or Leadership Team.

*\*FYC Board of Directors and Leadership Team reserves the right to modify, add, or remove policies.*



## **ON-PREMISE RECORDING POLICY**

Joseph H. Firth Youth Center  
108 Fleming Drive, Phillipsburg NJ 08865  
Phone: 908-454-7281  
*Effective 11/18/2024*

Please be advised that the private property of the Joseph Firth Youth Center (“JFYC”) is operated by the JFYC Board of Directors. This includes the property and facilities located at 0, 108, and 150 Fleming Drive, Phillipsburg, NJ 08865. Policies and Procedures are put in place by the Board of Directors in an effort to protect all guests, staff, and property. Recording, Live Streaming, Photography, Videography, and/or other methods of media in any form of JFYC Members, Guests, Staff, and Programs is prohibited without the expressed written permission of the JFYC Board of Directors.

Among many other Policies, the JFYC upholds a Privacy Policy which can be found at [www.firthyouthcenter.com](http://www.firthyouthcenter.com). Section 09 of the Privacy Policy includes information on the self-contained video surveillance system (CCTV) for the purpose of safety and security. Any interception, duplication, transmission, or other diversion of video and CCTV technologies for purposes other than Safety and Security Purposes is prohibited. Any use of CCTV by JFYC shall conform to state and federal laws, the JFYC Privacy Policy, and shall be managed in an ethical manner. The full Privacy Policy can be found at [www.firthyouthcenter.com](http://www.firthyouthcenter.com) or by requesting a copy via email to [info@firthyouthcenter.com](mailto:info@firthyouthcenter.com).

At times, JFYC Administrative Staff and/or its affiliates may capture content for marketing and publicity pieces, including, but not limited to, news releases, social media, publications, shared images, virtual platforms, and on the website in an effort to encourage awareness of programs. Parents/Guardians may opt out annually through the Youth Membership Form. Guests may opt out through a written request to the JFYC Executive Director at [director@firthyouthcenter.com](mailto:director@firthyouthcenter.com).