

Marlton Recreation Council Commissioner Handbook

Purpose

Welcome to the Marlton Recreation Council (MRC) and THANK YOU for volunteering to become a Sport Commissioner! As we all know, participation as a volunteer in youth sports plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. The MRC takes this responsibility seriously and strives to offer quality programs which will aid in this development. The Sports Commissioner is an incredibly important position within the MRC and much of our success is dependent on a strong set of Sports Commissioners.

The purpose of this Handbook is to provide a Marlton Recreation Council Sports Commissioner with information and guidelines in order to help with accepting this volunteer position. It serves as reference for Commissioners as to understand the philosophies of this organization regarding youth sports and allow them to do their part to make an individual sport program a success. If everyone works together and does their best to enrich the lives of children in Marlton, together we can accomplish amazing things.

The MRC has specific By-Laws, Policies and Code of Conduct that all Commissioners must become familiar with. These are the governing documents for all MRC Sports and shall be followed completely. No Individual Sport may establish separate By-Laws, Policies and/or Code of Conduct that are in conflict with the MRC documents. All additions/subtractions/modifications of Specific Sport documents are required to be approved by the MRC Executive Board prior to being considered active for a specific sport. MRC Documentation is provided at the MRC Website: <http://www.marltonreccouncil.org/page/show/432085-mrc-policies-and-bylaws>

Responsibilities

Please review this list of General Commissioner Responsibilities. This is not to be considered a complete list of responsibilities for all Sports Commissioners as some sports require the commissioner to perform additional tasks. Certain items provided in this list are broken out separately later in this Handbook.

1. Establish Sport Specific Board that meets REGULARLY during the sport season. The Sports Board shall include, at a minimum, the following positions:
 - a. Commissioner
 - b. Assistant Commissioner
 - c. Sport Treasurer (not related to commissioner)
 - d. Director of Public Relations
 - e. Director of Field Scheduling

2. Establishing a Sport Specific Budget EACH YEAR with Sport Treasurer BEFORE opening registration for the sport season. Per Marlton Recreation Policy #3, this Budget must be submitted in August of each year. This budget shall be provided to the MRC Treasurer for approval by the MRC Executive Board. No Registration will be opened by the MRC until this Budget is approved by the MRC Treasurer. A report of the results of

the season compared to the budget provided at the beginning of the season is required EACH YEAR. Under NO CIRCUMSTANCES may a Sports Commissioner, Coach or Volunteer enter into a financial agreement with any entity without MRC Executive Board Review and Approval.

3. The Commissioner shall be responsible for cataloging all athletic and field equipment of their sport. EACH YEAR, the Commissioner is required to provide the cataloged list of sports related equipment to be submitted to the MRC Executive Board with their Budget. No Registration will be opened by the MRC until this List is provided to the MRC Executive Board.
4. Establishing/Administering a set of Sport Specific By-laws that are published for all registrants to see. These By-Laws must be consistent with the MRC By-Laws which supersede all Individual Sport By-Laws.
5. Facilitating the training all Volunteers/Coaches participating in the sport regarding Coaching Certification, Fundraising, Injury Reporting, Code of Conduct and MRC Rules/Regulations.
6. The Commissioner is responsible for contacting the MRC Insurance Liaison to discuss current season needs at least 120 days before a season starts. This task shall include insuring that the sport has the proper insurance coverage, reviewing the current Certificates of Insurer Co-insured list for accuracy and confirming that all insurance needs are met for participation in outside organizations and/or leagues.
7. The Commissioner shall facilitate the Sport Director of Field Scheduling contacting the MRC Athletic Director to discuss/secure field needs for the upcoming season at least 120 days before the current season begins
8. The Commissioner shall coordinate the purchase of Uniforms and Equipment that will be needed for current season at least 60 days before the season starts.
9. The Commissioner shall facilitate work necessary to submit All Coaching Candidates to the MRC Safety Director BEFORE establishing any team assignments. No Coach shall be permitted to meet his team on/off the field prior to being APPROVED by the MRC Executive Board.
10. Establish/Administer a Season Calendar of Events and providing necessary forms required for play and activities. Specific Forms are located at the MRC Website page <http://www.marltonreccouncil.org/page/show/432232-mrc-commissioners-info>
11. Managing the Day-to-Day operations of the Sport Program including Registration, Try-outs / Ratings Sessions, Team Formation, League Formation, Coach Selection, Coach Discipline, Player Safety and Parent Discipline.
12. Manage with Sport's Treasurer all Financial Aspects of the Sport Program such as Registration Fees, Insurance Payments, League Fees, Fundraising, Uniform/Equipment Purchases and Sponsorships. It is the responsibility of the Commissioner and Treasurer to manage all financial aspects of their specific sport (In-Town & Travel) within the guidelines of the Marlton Recreation Council.

13. Manage with Sport's Director of Public Relations all Communication Aspects of the Sport Program such as Website Management, Email Blasts, Newsletters, Social Media Activity, etc. within the guidelines of the Marlton Recreation Council.
14. Interactions with the Township regarding Sport Related items such as Field/Facility Scheduling, Maintenance of Fields/Facilities and Communications with Township Employees shall be the responsibility of the MRC Executive Board and NOT the individual Sport Commissioner.
15. At the conclusion of EACH season, the Commissioner is responsible for the following "close-out" items at a meeting with the MRC Executive Board:
 - a. Report on Actual variance to Budget submitted in August
 - b. Report on Sport Fundraising activities
 - c. Prepare/Discuss how to improve next season as well as growth plan
 - d. Coach, parent, player issues, concerns, suspensions shall be presented
16. Attend EACH monthly meeting of the Marlton Recreation Council in order to provide a Sport Specific Report to the General Body. If a Commissioner is unable to attend, a Representative from the Sport shall attend to present the Sport Report. A Commissioner SHALL NOT MISS more than 3 Meetings in a Calendar Year. This Report shall provide details on the following items at a minimum:
 - a. Description of Current State of Sport (Pre-Registration, Registration, Active Season, Off-Season, etc.)
 - b. Registration Status
 - c. Active Season Description including Field Usage, Number of Participants, etc.
 - d. Special Upcoming Events including Fundraisers
 - e. Unique Items for General Body such as Team Successes, Identification of Special Volunteers, etc.
17. Attend ALL MRC Commissioner Meetings when scheduled by the Marlton Recreation Council Executive Board. A Commissioner SHALL NOT MISS these meeting and must alert the MRC Executive Board immediately. At the time of the meeting, a Specific Report shall be provided on the following items at a minimum:
 - a. State of Sport and Volunteer Positions opened/filled/created
 - b. Financial Report with Budget Status, Financial Successes/Difficulties, etc.
 - c. Field Usage Report
 - d. Fundraiser Report
 - e. Specific Items for the MRC Executive Board to address

ADDITIONAL DETAILS / SUPPLEMENTAL INFORMATION

Formation of Individual Sport Boards

In many cases, the Sport Board structure has been established by a former commissioner and likely the new commissioner was a member. This does not prevent the new commissioner from establishing a new structure or adding/removing positions. The Board shall provide adequate coverage of the sport's specific activities at a minimum. Positions such as League Coordinator(s), Travel Coordinator(s), Sponsorship Chair(s), Referee Coordinator(s), etc. are all sport specific and may or may not be required. It is the sole responsibility of the Commissioner to establish the Sport Board Positions and naming the volunteer to each position. There are ONLY (4) REQUIRED POSITIONS:

- a. Commissioner
- b. Assistant Commissioner
- c. Sport Treasurer (SHALL NOT be a family member of the Commissioner)
- d. Director of Public Relations
- e. Director of Field Scheduling

All Sport Board Members SHALL BE approved by the MRC Executive Board prior to beginning work on the Sport Board. It is recommended that the Commissioner fill the board with Active Volunteers who share the common goals of the sport program. It is important that the Commissioner evaluate each board member after each season to determine if the position was adequately filled with effort and activity.

Establishing an Individual Sport Budget

It is the responsibility of the Commissioner and Sport Treasurer to establish a budget for the sport for submission to the MRC Executive Board EACH August. This Budget Shall be created per the MRC Treasurer Guidelines and Format. It is the responsibility of the Commissioner to contact the MRC Treasurer for all requirements to produce a valid budget for the sport. A Budget is REQUIRED to be submitted & approved by the MRC Executive Board before Sport Registration is permitted to begin. If a Budget is NOT approved, Registration will not begin.

Sport Specific By-laws / Rules

Each Sport currently has a set of Sport Specific By-Laws, Policies and Rules. A commissioner must be very familiar with the Sport Specific Documents that govern the sport. It is the responsibility of the Commissioner to make sure that the documents are followed by each volunteer/ coach/board member of the sport. Player Eligibility, Coaching Eligibility, Player Safety, Player/Coach/Volunteer Behavior, etc. shall all be included in the Sport Specific Documentation in addition to specific one-the-field rules. The Commissioner is responsible for the adherence of all associated with the sport to all published rules. When action is required and the MRC Executive Board is needed, the Commissioner is responsible for alerting the proper persons to resolve issues. All Sport Specific By-Laws / Policies / Rules shall be posted on the Individual Sport Website so it is easy for all participants to view.

Volunteers/Coaches Participation

It is the responsibility of the Commissioner to solicit all volunteers/coaches for the sport. All volunteers/coaches must register for the sport they are participating in. Those volunteers with multiple children must register for each division and sport separately. Keep in mind that

registering does not guarantee a coaching and/or volunteer position. There is a Coaching Certification required by the MRC. Certification is a 4 step process.

1. All Coaches must attend the MRC COACHES CLINIC, hosted on the second Wednesday of the Month
2. BACKGROUND CHECK- completed online
3. CONCUSSION TRAINING- completed online
4. The final step to becoming a coach is to be chosen by the Commissioner and being approved by the MRC Executive Board. The Commissioner shall be aware of any additional requirements to become a coach in a specific league.

The Commissioner shall facilitate work necessary to submit All Coaching Candidates to the MRC Safety Director BEFORE establishing any team assignments. No Coach shall be permitted to meet his team on/off the field prior to being APPROVED by the MRC Executive Board. Coaches serve at the sole discretion of the sport. There is no "right" to be a coach, and coaching privileges may be revoked at any time. Coaches are newly appointed every season with no implicit or explicit guarantee that a coach will be retained from one season to the next or from one sport to another.

Additional information about Coach and Volunteer requirements can be found at the MRC Website.

Fundraising Activities

It is the responsibility of the Commissioner to train ALL Volunteers/Coaches/Board Members in proper fundraising procedures & activities. A Fundraising Request must be made through the MRC Website: <http://www.marltonreccouncil.org/page/show/454807-fundraising-request-form> and must be approved by the MRC Executive Board prior to the publication of the Fundraising Event. This Form is required to be filled out and submitted for all Fund Raising Activities.

There is a specific difference between Donated Funds, Sponsorships and Fundraising Activities. Fundraising requires effort on the part of the sport to gain funds. Examples are holding Dining Events to raise money, holding a Fundraiser Event to raise funds and Hosting Tournaments. Donations / Sponsorships are made with no additional effort by the sport to secure funds.

The MRC has specific requirements for holding fundraiser events as a Non Profit 503(c) Organization. For this reason, any money raised on behalf of the MRC needs to be first approved. It is the responsibility of the Commissioner to make known the fundraiser procedure and the importance of gaining an approval before publication and/or holding the event. Only Approved Fundraisers are permitted to occur.

There are additional requirements if the fundraising request involves a Raffle or 50/50 Drawing and these items take longer to review and gain approval. Licensing is required to hold any Games of Chance (50/50, Raffles, Auctions, etc.) that can only be received through the MRC Administration Staff. Holding such events without MRC Approval and Proper Licensing is illegal and will require significant discipline of those involved.

Injury Reporting

It is the responsibility of the Commissioner to train ALL Volunteers/Coaches/Board Members in Injury Report Filing. All injuries shall be reported IMMEDIATELY through the MRC Website: <http://www.marltonreccouncil.org/page/show/454800-injury-report-form>. The Commissioner is

required to train all coaches in the Injury Reporting Procedure and to make it clear that it is the coach's responsibility to ensure that ALL injuries requiring medical attention are reported to the MRC. Please Note that an Incident report can be filed with the MRC as a preventive measure even though Immediate or Post medical attention was not sought by the player's parent or guardian. "When in Doubt – Fill the Form Out" should be the minimum threshold for a Coach to fill the Injury Form out.

Enforcement of Code of Conduct

It is the responsibility of the Commissioner to train ALL Volunteers/Coaches/Board Members in the MRC Code of Conduct. Again, the Code of Conduct can be found at the MRC Website: <http://www.marltonreccouncil.org/page/show/432085-mrc-policies-and-bylaws>. The Commissioner is required to train all coaches/volunteers/board members on the MRC Code of Conduct. Commissioners are also to enforce all items contained within the Code of Conduct, discipline those who do not follow the Code of Conduct, facilitate any Grievances as a result of Disciplinary Actions and notifying the MRC Executive Board of any such disciplinary actions via the "[MRC Discipline Form](#)" found on the MRC Website.

Establishing an Individual Sport Calendar of Events

It is the responsibility of the Commissioner to establish a Sports Calendar where specific dates are provided. Registration Dates, The Start/End of the Season, Specific Fundraising Events, Sport Board Meeting Dates, Coaches Certification Dates and Deadlines for Coaching Requests are just a few items that should be included in a Sport's Calendar. This Calendar is required to be posted at the Sport Specific Website.

Managing Individual Sport Finances

The Commissioner is responsible for managing all financial items for the sport with the aid of the Sport Treasurer. Each Sport has specific escrow account(s) where monies are deposited and check requests are paid from. The MRC has specific procedures for the flow of money in/out of the Sport Escrows. Please refer to the MRC Website for specific forms/procedures.

“Commissioner Calendar”

Before August 31st EACH YEAR:

- Submit Budget and Equipment Catalog List to the MRC Executive Board (Registration will NOT open until this is Approved by the MRC Executive Board)

Within a Month of Appointment as Commissioner & at the End of Each Season:

- Establish a Sports Board to facilitate the operation of the Sport and have all Board Members Approved by the MRC Executive Board.

120 Days prior to Beginning of Sport Season:

- The Commissioner is responsible for contacting the MRC Insurance Liaison to discuss current season needs including proper insurance coverage, reviewing the current Certificates of Insurer Co-insured list for accuracy and confirming that all insurance needs are met for participation in outside organizations and/or leagues.
- Facilitate with the Sport Director of Field Scheduling to contact the MRC Athletic Director to discuss/secure field needs for the upcoming season

60 Days prior to Beginning of Sport Season:

- The Commissioner shall coordinate the purchase of Uniforms and Equipment that will be needed for current season at least 60 days before the season starts.

Prior to Teams Being Formed for Sport Season:

- The Commissioner shall facilitate work necessary to submit All Coaching Candidates to the MRC Safety Director.
- No Coach shall be permitted to meet his team on/off the field prior to being APPROVED by the MRC Executive Board.