

Date: November 14, 2024

Time: 7:00 pm

Location: Fire House

1. Welcome
2. Flag Salute
3. Approval of last meeting minutes (October) - Approved

**Sports Reports**

Sport	Comments
Baseball	None.
Softball	None.
Track	None.
Boys Lacrosse	None.
Girls Lacrosse	None.
Street Hockey	None.
Cheerleading	None.
Soccer	None.
Football	None.
Field Hockey	None.
Basketball	None.
Flag Football	None.
Wrestling	None.
SUP	None.
Golf	None.
Volleyball	None.

**Township Reports**

Organization	Comments
Evesham Township	Nobody Present
Evesham Board of Ed	Nobody Present
LRHSD	Nobody Present
Elks	Nobody Present

1. **Finance** -

- A. \$205,024.89 - G&A Account.
- B. Money needs to be accounted for appropriately, especially travel.
- C. Reimbursements need to be minimized. Use the credit cards. Those who have them must sign and acknowledge the Financial Policy

- D. We finished the audit and it looks good.
- E. Billing statements no longer will be accepted and invoices will be required.

2. **Report of Officers**

- A. Discussion on how new commissioners are appointed.
- B. There is a new bidding policy requiring three bids (the form will be posted shortly). Commissioners do not have to go with the cheapest, but should justify why they did not if they did not.

3. **Report of Executive Director**

None

4. **Old Business**

None

5. **New Business**

- A. Slide show was presented (attached).
- B. Question regarding parents who habitually do not pay. Mandy and Carl check this issue regularly

Meeting adjourned at 8:20 pm

**In Attendance**

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Carl Bittenbender, Jenn Williams, Adam Ryan, Bob Kibler, Mandy Skalski, Kelly Appalucci, Nicole Carfagno, Kristin Gipe, Sean Kearney, Don Klecher, TJ Mann, Tawan McNair, Kristin Nardello, Craig Orr, Mike Orth, Frank Patullo, Joe Robb, Nicole Salabritas, Coleen Tindall, Aaron VanSciver, Steve Wallace, Harry Metzinger, Erin DeNisio, Mike Berger, Greg Acton, Tom Brown

**Excused Absence**

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None

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# Executive Board & Commissioners & Treasurers Meeting

November 14, 2024



- A. Welcome
- B. Approval of last meeting minutes
- C. Report of Officers
  - President's Report
  - Treasurer's Report
- D. Report from Executive Director
- E. Sports Reports
- F. Township Report, ETSD, LRHSD
- G. Old Business
- H. New Business
- I. Annual Meeting Content



# Quick Introductions

- Executive Board
- Executive Director and Administrative Assistant
- Commissioners and Treasurers



# THE MRC

- **Our Mission**
  - Recreation Council of Evesham Township, Inc. (d/b/a Marilton Recreation Council) is a registered 501(c)3 non-profit volunteer organization whose sole purpose is to provide organized sports and promote sportsmanship for the youth of Evesham Township.
- **An Independent Entity**
  - The Marilton Recreation Council is a vendor of Evesham Township, and our services are contracted to provide youth sports management for Evesham Township residents and visitors, while utilizing Evesham Township, Lenape Regional and Evesham Township School District facilities and sports fields. This partnership has lasted for more than 40 years.
- **Executive Board**
  - The all-volunteer Executive Board manage the day-to-day **business aspects** of providing youth sports across 17 different sport program at the recreation and travel levels. The job of the Executive Board is to ensure that each sport is **well-run**.
- **Sport Commissioners**
  - The Sport Commissioners and their volunteer staff ensure that all our sports are **run-well**. Day-to-day oversight of each sport is provided by the Sport Commissioner and their volunteer staff.
- **Trustees**
  - The volunteer Trustees of the Marilton Recreation Council provide oversight and guidance to the Executive Board and, ensuring the Executive Board maintains a functional organization within the bylaws and policies, and able to serve the community for many years to come.



# The MRC is a Team Effort

- We are all volunteers— from the Executive Board to our newest coach
- The MRC has 1.5 FTEs personnel to support all of us and the MRC organization
- We manage about 16 sports, many on a year-round basis, about 6,000 registrations a year and about 1,800 coaches in our database
- We are a \$3.4 million dollars business
- In order to make all of this work, consistent processes and accurate record keeping are essential.
  - Maintains legal compliance and
  - Helps us remain fiscally healthy for years to come, ultimately ensuring we are here for our youth athletes



# Commissioners

- Being a Commissioner is about **administration** of your sport, more so than coaching. Proper administration of your sport is necessary to ensure a successful season.
- The administration and backend support for each sport commissioner is performed mostly by another volunteer within the sport, and then again at the Executive Board level (treasurer, athletic director, safety director).
- The Executive Board works hand in hand with Commissioners, but Commissioners do not have Executive Board authority and serve at the appointment of the Executive Board
- Ultimately, our goal is **to provide you the support you need** to ensure that your sport runs efficiently and that the youth athletes are able to have fun in a safe environment



# Commissioners

- Commissioners apply for their positions to the President of the Executive Board, who puts forward the nomination. The Executive Board confirms commissioners. Commissioner removals are handled the same way.
- Outgoing (retiring) Commissioners and the Executive Board will work together to find successor Commissioners. The spot is not filled by the sport board.
- Commissioners who intend to retire from their program should submit that intention to the President as early as possible in writing with their planned end-date. The Executive Board finds that a date provides finality, and communication with programs and families can be clear and concise.



# Administration

- Be familiar with all **policies and procedures**. The most current versions are posted on our website.  
Most important procedures:
  - **Most important: financial, fundraising, grievance, coaching policy, youth volunteer policy and playing time**
  - **Also important to be familiar with the Code of Conduct - This governs all sports and was revised recently to help protect our youth athletes, game officials and volunteers**
  - **If you have suggestions for policy changes, please reach out to the Recording Secretary with those changes.**
- The Commissioner's Handbook is on the web page under policies and procedures.
- Commissioners need to submit their list of **coaches** to the Safety Director who verifies all coaches meet the requirements. Coaches should be vetted at the sport-level before being submitted to the Eboard. The E-board must also approve all coaches. This should be an active process during registration. As coaches are selected towards the end of registration, they also need to be vetted just like your first coach who signs up. Coaches are often added to the sport after practices start--they cannot fall through the cracks and must be approved.
  - Coaches approved in one sport are valid for "one year" for THAT sport, example girls lacrosse or travel baseball; this covers off season activities



# Administration

- We operate as a strict **501c3** with a defined mission from our articles of incorporation.
  - We can only support youth sports with money in/money out.
  - We cannot support families or individuals with cash or goods directly from our organization or passing through our organization for non-sports related events/illness/charity.
  - We can share social media links and external events to support our families.
  - We cannot donate to other organizations or 501c3s.
- Support can occur in other ways. I.e. 5<sup>th</sup> Quarter Club for CHS Football—we are not making a donation; MRC football is buying advertising space to further the growth of the program.



# Administration / Finances

- **Fundraising and state licensing.** All fundraising must be approved **prior** to the start. All fundraises require detailed paperwork to be submitted. This is for audit purposes. In short, all documents are saved in our system as one PDF-income, expenses, flyers for fundraisers, deposit summaries, etc. Thus, when audited, we can pull that packet for the auditor. Sport Treasurers are responsible for this information and the importance of detailed and accurate records cannot be overlooked. If you're doing a game of chance (50/50, raffle, etc.) then you must have it pre-approved by the state. The sports will use the MRC state license; no sport should apply for their own raffle license with the state.
- Gambling fundraisers are not permitted (ie football pool). The MRC can not allow the money to be deposited.
- No fundraising can be done by individual teams using crowdfunding sites (ie. Go FundMe), unless preapproved and the site is configured to directly deposit money into the MRC.
- Coaches and parents are not permitted to crowdfund. If this violation of policy occurs, coaches and players can be banned from the program
- Any Questions should be asked **before** starting the fundraiser. In this case, it is better to ask permission than have to try and beg forgiveness.



# Administration / Finances / CC

- It is the responsibility of the Sports Commissioner and Sports Treasurer to ensure compliance with this policy, including communicating this policy with coordinators and coaches.
- Individuals who are issued MRC credit cards will be **REQUIRED** to sign and acknowledge this policy when their MRC credit card is issued to them.
- **Use of a MRC-issued credit card: Certain individuals may have been issued a credit card in their name for organization use. To that extent, individuals who have been issued a credit card shall download the M&T CentreSuite App on their mobile device. Any purchase made by the cardholder shall be entered into the CentreSuite App within 24 hours of the purchase and shall include an image of the receipt. The Executive Director will assume all purchases made by credit card are approved by the Sport Commissioner. The Executive Director will access the CentreSuite App and debit the respective sport escrow based on the detail provided in the CentreSuite App. By using the credit card, the cardholder agrees that all purchases are subject to review by Treasurer, Executive Director and/or Executive Board and may be denied and the personal responsibility of the cardholder, if the purchase is deemed not organizationally appropriate. The cardholder also assumes responsibility if the card is used by a party not listed on the issued card.**
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# Administration / Finances

- **Commissioners should make every effort to LIMIT reimbursements.** We have an Amazon account as well as a MRC credit card. Mandy and Kelly can assist with ordering supplies and paying fees with the credit card. This is an Audit red-flag each year. Please make all of your coaches aware.
- **We are a 501c3 and have a tax-exempt status.** The TE form can be shared with you if you need to make a purchase. Additionally, we have a TE Amazon account. Commissioners should endeavor to NOT pay taxes on purchases when they can. This adds up to a lot of money year over year.
- Mandy to distribute information on how sports can access the Amazon account in the coming weeks



# Administration / Finances

Funds requests for goods or services with a request for the funds to be paid directly to the vendor shall include an invoice. Vendor invoices shall list the goods and services provided, and the date goods or services were furnished, as well as the contact person or sport for whom they were provided. "Billing statements" which lack detail will be denied for reimbursement until an detailed invoice or detailed "billing statement" is submitted.



# PURCHASING- UPDATED AND NEW

A. No reimbursement to an individual or payment of an invoice will be made for any expenses (goods or services) **more than \$1,000 without prior authorization** of the MRC Treasurer. Exceptions to the threshold are listed below and pre-approval is not required:

- a. **Tournament fees**
- b. **Referee fees**
- c. **Trainer fees**
- d. **Indoor/athletic field rental fees**



# PURCHASING- UPDATED AND NEW

- A. Uniform purchasing: Whether uniforms are purchased by the sport on behalf of the athlete, or uniforms are purchased by the athlete directly, each sport Commissioner shall submit a "phone quotation" form to the Treasurer.
- a. If uniforms are purchased by the athlete, then phone quotations shall be submitted once per season, or once per year if you run multiple seasons.
  - b. If uniforms are purchased by the sport annually, then phone quotations shall be submitted once per season, or once per year if you run multiple seasons. If uniforms are purchased on a cycle (ie. Every three years), then phone quotations are due every three years.
  - c. The "phone quotation" form is necessary to ensure that due diligence is being done by each sport in sourcing uniforms. The lowest price does not always need to be accepted, but justification for vendor selection and pricing shall be completed. Vendors who may have higher prices may be chosen for location/convenience, past performance in meeting delivery deadlines, quality of goods, and vendor responsiveness. This process is necessary to ensure that each sport is being a good steward of athlete dollars.
  - d. Sport Commissioners shall be mindful of the MRC Conflict of Interest policy and not engage in purchasing goods where a conflict of interest may exist.





MRC FORM 102-02A

MARLTON RECREATION COUNCIL

**SUMMARY OF COMPETITIVE QUOTATIONS**

**THE INSTRUCTIONS TO COMPLY WITH MRC POLICY 102.02:**  
 Uniform purchasing: Whether uniforms are purchased by the sport on behalf of the athletes or uniforms are purchased by the schools directly, each sport Commissioner shall submit a "competitive quotation" form to the President and Treasurer. Goods and Services: Goods or services procured by sports with an annual value-cost of more than \$5,000 per vendor shall submit a "competitive quotation" form to the President and Treasurer each year.

SPORT/TEAM		FISCAL YEAR		VENDOR INFORMATION															
DATE OF QUOTATION				Vendor 1			Vendor 2			Vendor 3			Vendor 4						
DESCRIPTION OF ITEMS	QUANTITY	UNIT PRICE	TOTAL PRICE	Name of Vendor	Address	City/State/Zip	UNIT PRICE	TOTAL PRICE	Name of Vendor	Address	City/State/Zip	UNIT PRICE	TOTAL PRICE	Name of Vendor	Address	City/State/Zip	UNIT PRICE	TOTAL PRICE	
REMARKS: VENDOR'S TOTAL PRICE PAYMENT TERMS DELIVERY DATE				\$		\$		\$		\$		\$		\$		\$		\$	
Tree and box				NAME OF PERSON GATHERING QUOTE															
																DATE			

# PURCHASING- UPDATED AND NEW

A. Goods and Services: Goods or services procured by sports with an annual value/cost of more than \$5,000 per vendor shall submit a "phone quotation" form to the Treasurer each year. Tournament and referee fees are exempt from this procedure. Facility rental fees paid to LRSD or ETSD are exempt from this procedure.

- a. Goods or services are defined as any item whereby a sport pays a vendor more than \$5,000 annually. This includes such items as trainers, facility rentals, field maintenance services, etc. This list is not all inclusive.
- b. The "phone quotation" form is necessary to ensure that due diligence is being done by each sport in sourcing good and services. The lowest price does not always need to be accepted, but justification for vendor selection and pricing shall be completed. Vendors who may have higher prices may be chosen for location/convenience, past performance in meeting delivery deadlines, quality of goods, and vendor responsiveness. This process is necessary to ensure that each sport is being a good steward of athlete dollars.
- c. Sport Commissioners shall be mindful of the MRC Conflict of Interest policy and not engage in purchasing goods or services where a conflict of interest may exist.



# Administration / Finances

- We should not be reimbursing parents for services/coaching/training. If a sport organizes training, then the trainer should invoice the sport and the sport should pay the trainer via check. Parents would pay the MRC via TeamSnap invoicing. This helps with bookkeeping and audits, as well as IRS implications for avoiding 10-99s. The MRC must issue 10-99s. Additionally, we need commissioners to collect Certificates of Insurance, or the MRC is charged a workman's comp surcharge for individual trainers.
- The Executive Director has enrolled us in a few different co-ops for purchasing. Please check with the ED to take advantage of co-ops for large purchases. I.E. Sourcewell and Ridell



# Administration / Finances

- **Finances and reimbursements. There is a very specific process for requesting reimbursements.** Record keeping, invoices, proof of payment and request for reimbursement forms, as well as what sport account (escrow) each item will be charged to all need to be completed properly. These requests should be done in **ADVANCE** of submitting to the Executive Director. The Treasurer approves all expenses and signs checks.
- **Deadline for submission for reimbursements: 90 days**
- The Sport Commissioner and Sport Treasurer are responsible to ensure these requests are complete and accurate. Submitting incomplete paperwork via email ends up in numerous emails and will likely cause a delay in processing.
- **Paperwork due to Mandy on Friday by 9am for processing.** This allows for any corrections to be made Friday, Treasurer to approve Tuesday for checks to be issued by Friday of the respective week.



# Other Items

- **MRC Vendor Agreement** (boilerplate starting point, Sports Commissioners cannot enter into agreements)
  - Provided to show standard language, to be ironed out by the commissioner and presented to the President for Executive Board approval
- **COI Certificate of Insurance**
  - We can issue COIs for our MRC athletes, when necessary
  - We need COIs from vendors when they are doing work on our property and WC INS is required
  - MRC WC doubled in the past year due to a reclassification
- **Form W-9**
  - The MRC is responsible for requesting the W-9 form from trainers/contractors/sole vendors where a check is made “in the name if.”
  - The MRC keeps the form on file and uses this information to prepare other returns, such as [1099 Forms](#) and [1098 Forms](#), as well as to determine whether federal tax withholding is necessary on the payments distributed.
  - Checks cannot be issued until we have a W-9 on file



# Administration

- **Injury report.** The injury form needs to be completed for on-field injuries where a player is removed from game play and cannot return to that same game. i.e. removed for head injury or twisted ankle.
  - If a player is injured during play, but is just removed temporarily, but they return to play, no injury form needs to be completed- the easiest way to define a minor injury.
  - Any major injury-removed from game play, head injury, ambulance, ER visit- needs a injury report completed.
- **Sport-Specific Rules and Policies.** Any and all rules or policies that are different than or in addition to MRC rules or policies must be submitted to and approved by the Executive Board prior to adoption by the Sport. Once a season starts, rules and policies cannot be changed until the following season. Any and all policies and procedures must be posted on the Sport's website.



# Code of Conduct

- Not long ago, we enacted a new Code of Conduct which brought the CoC more in line with what we were seeing in sports
  - Penalties were increased
  - More actions were specifically identified
  - There was clarification regarding classes of offenses (against youth athletes, against game officials, against volunteers, etc.
- CoC will not have any effect if it is not used
  - Common sense has to rule the day. If something is considered a penalty in a game and the conduct is penalized, there is no need to elevate it to a CoC violation
  - Egregious conduct needs to be penalized
- Please be familiar and do not hesitate to reach out with questions (Secretary or President)



# Suspensions/Grievances

- In the event the Code of Conduct is violated, the suspension must be the minimum set forth in the CoC.
- Only the Executive Board can give a larger penalty. If you think a harsher penalty is needed, contact the Executive Board
- Suspension ***must*** be reported
  - Not punitive
  - We track across sports in case there are ongoing problems
- Suspension often result in a grievance.
  - Know the policies and the steps necessary
  - Feel free to have early engagement with the Recording Secretary, particularly regarding the process.



[www.marltonreccouncil.org](http://www.marltonreccouncil.org)

- Registration on homepage. One stop shopping!
- Bylaws, Policies, Commissioners Handbook
- Forms
  - Registration Form- Google Form
- Financial
  - Deposit Summary
  - Fund Request Form
  - Funds Transfer Form
  - MRC Vendor Agreement
  - Form W-9
- Suspension- Google Form
- Injury- Google Form
- Fundraising- Google Form and Other Info



# Registration- Things Needed Prior to Opening

- Complete the Registration Google Form 30 days in advance of registration opening!
  - See 102.03 Registration Refund Late Fee Policy
- Board Members - Updated Roles and Contact Information provided to Executive Director via our shared doc
- Season Budget for both Rec/Travel provided to the Treasurer (with accurate numbers!)
- Updated Website - with current information
- Sport-specific rules and Code of Conduct- provided to Executive Director and posted on website
- Plan for games/practices - with AD approval what fields/times etc., timing should be prior to opening registration to ensure we have the inventory of fields to properly support.
- Insurance - discussion of requirements etc. with VP



# Registration

- Each season is a new season in **TeamSnap**. TeamSnap must be set up prior to opening registration.
  - We need to know the structure of your sport. How are you organized? By gender? Age? Grade? These divisions need to be set up in TeamSnap each season.
  - If you have Division coordinators, we need their name and email address to give administrative permissions. When this is done, they will have access to the 'entire' sport season. We cannot limit permissions to division any longer.
- **Registration** is created after TeamSnap is setup
  - What are your open, close dates? Do you have a late fee? Dates for late fee. Late fee is VERY hard to waive after the late fee date is here. Late fee dates are hard to change mid-registration.
  - We use the division structure to register kids. The registration form "groups" registrations into the sport divisions for future rostering.
  - Are there age or grade restrictions? If so, we need those dates.
  - Teamsnap uses the following language: "Born on or after" and "Born on or before." These dates are needed to bracket an age range.
  - What is your fee? Different fees among divisions can be problematic when kids play up or down. Changing the fee \$10 per division creates more headaches at registration. Easiest is a set price for each division; perhaps if you run an entry level division, you charge less for that division.
  - Caps. Do you have a registration limit for each division or the overall program. We need the caps at time of reg or can add them as your registration grows.
  - We cannot close and open divisions by date, we must do it by cap. Thus, if you want to extend one division after your close date, the entire reg form remains open, but we 'close' divisions by manually entering a cap.
- Registration landing page for the registration webpage. Please provide a brief description of your season, season structure, registration/fees, tentia season start and end and season layout/practice/games, if possible. If you want your commissioner email address in the web description, please provide it.



# Rostering in Teamsnap

- Rostering is done in Teamsnap after registration close. This process needs to be done properly, or the player profiles in your sport will be affected. Please contact Carl if you are unsure how to roster. It is fairly easy, it just needs to be done properly on a PC with access to Teamsnap.
- Rostering is done after Team Names are entered under each sport division. Players are then rostered to a team.
- Once assigned to a team, this is what makes the Teamsnap app live for parents and players—they can see their team.
- Coaches must be rostered to a team. The final step is making a Team Owner. The Team Owner has full control in the app to emails messaging, etc. We can also assign additional team managers— just need to know the coach names to do this.



# Refunds

1. A service fee of \$20.00 will be charged and deposited in the MRC General Account for any refund requested by a parent/guardian after fourteen (14) calendar days from the date the sports registration is closed.  
Any exceptions to this rule by Commissioners will have the \$20.00 fee deducted from the Sport Account and transferred to the General Account.
2. No refund will be given to a player after the uniform has been handed out. Once the uniform is accepted, the parent or guardian accepts the policy that a refund will not be granted.
3. The cost of any apparel and equipment ordered for playing / practicing a sport, player league entry fees, training and or tryout expenses paid for by the sport on behalf of the player before the refund request will be deducted from the registration fee prior to the refund.
4. All refund requests must be made to and approved by the Commissioner of the sport.



# Late Fees

- a. The collection of late fees by the sport is up to each sport commissioner, but that decision must be made prior to the season registration opening.
- b. A registration late fee will be collected at the date indicated by the Sports Commissioners. The date requested by the Sport Commissioner may not necessarily be the registration closing date (i.e., Late Fee date followed by hard closing date).
- c. All sports will charge \$40.00 per late registration. \$20.00 of the late fee will go to the MRC General Account to cover administrative costs. The other \$20.00 will go to the Sport General Account of the sport assessing the late fee.
- d. No refunds will be given for the late fee only portion of the registration. A late fee may be refunded if the entire registration amount is being refunded for a player. There are NO exceptions to this rule, as late fees are programmed into the registration computer system.



# Field of Play

- All fields: only players and approved coaches on the player's sideline
- Tables and chairs on M1/M2
- All turf fields: only players and approved coaches inside of them fence
  - M1
  - M2
  - Cherokee
    - No other children inside of the fence or playing on the end of the turf



## Assets- 15 Oak

- The Executive Board is making needed improvements to preserve the only asset we own, 15 Oak Avenue
- Next: interior cleanout, exterior building sealing, painting and landscaping, interior remodel
- We do need help
  - Remove and dispose of any garbage
  - We have a dumpster for trash and recycling together



# Coache's Pack- Teamsnap

Carl- quick update



# Website

Still a work in progress



Yes, volunteerism in the United States has been declining for over a decade, and the pandemic accelerated the decline: 🗨️

### **Formal volunteering**

In 2021, 23% of Americans participated in formal volunteering, down from 30% in 2019. This was the largest percentage-point decline in the volunteer rate since the U.S. Census Bureau began collecting data in the early 2000s. 🗨️

### **Charitable giving**

In 2022, charitable giving declined by 10.5% after adjusting for inflation. 🗨️

### **Younger generations**

Younger generations, especially Millennials and Generation Z, are volunteering less than previous generations. 🗨️



Thank YOU!

Questions?

Good and Welfare  
Adjournment

