

Marlton Recreation Council Standard Operating Procedure	
Section: Finance	Number: 102.05
Subject: Paid Trainer Policy	
Effective Date: 10/25/2022	Page: 1 of 1
Last Revised: 10/25/2022	Supersedes or replaces:
Issued by: MRC Executive Board	
Approved by: MRC Executive Board	
<p>The Written Policies developed by the Marlton Recreation Council are intended to provide a system for the orderly operation of youth sports, and do not enlarge any MRC member's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Policies can only be the basis of an internal complaint against any member of the MRC, and then only in conjunction with disciplinary action.</p>	



Purpose:

- A. To provide clear guidance to the Marlton Rec Council Executive Board and its individual sports' program regarding the requirements regarding engaging with paid trainers for MRC athletes.

Policy:

- A. It shall be the policy of the Marlton Rec Council that any sports programs or individual teams that wish to engage a professional training company or individual must have a written agreement signed by the President or Athletic Director, provide proof of insurance, and has completed the proper paperwork regarding tax documentation.

Required Documentation:

- A. The service provider must agree to and sign the provisions stated in the MRC Vendor Agreement
- B. The service provider must provide proof of insurance.
- C. The following will be considered acceptable forms of insurance:
 - a. Certificate of insurance evidencing commercial liability coverage with a minimum of \$1,000,000 in coverage with the Marlton Recreation Council listed as certificate holder.
 - b. A valid coaches or trainers pass from a Nationally Recognized Sports Association which provides liability insurance coverage
 - i. Pass must be an independent pass or associated with the Marlton Recreation Council
- D. The service provider must provide a completed W-9 form.

Vendor Approval Process:

- A. The individual sports commissioner shall gather the required documentation and submit it to the Executive Director.
- B. The Executive Director will review the documentation for completion and provide a recommendation for approval to the Athletic Director. In the Athletic Director's absence, the Executive Director may submit to the President or Vice President for approval.
- C. The Executive Board members will review and may approve the vendor and sign the MRC Vendor Agreement. The MRC Executive board reserves the right to decline any vendor. Vendors are expected to have aligned goals with the MRC in terms of, character and sportsmanship.
- D. The required documentation including the fully executed contract will be maintained pursuant to normal document retention standards.