

Date: November 2, 2023

Time: 7:00 pm

Location: Oak Avenue

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	Travel hockey league issue discussed. Will work to make sure all kids are able to play in all tournaments. If it needs to escalate, we will report.
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. \$169,662.34 - G&A Account.



B. Budgets - Have almost all. Need 2 more. Budget for the year will be presented at the December meeting.

C. Preference is to write checks straight to vendors or use credit card. Do not save up invoices and send all at the end of the year with significant

D. We have credit cards and an Amazon account, which is much better and efficient.

E. Working on moving banks due to financial challenges at Republic. Comparing fees and ability to use money to make more money. Also working on credit card to make that more efficient (larger sports can have their own cards).

2. **Report of Officers**

A. None

3. **Old Business**

A. None.

4. **New Business**

A. Presentation of policies and procedures. (Slideshow attached)

B. Rutgers coaching class on Thursday, November 30, 2023 at the firehouse (6:30pm)

C. Requests were made regarding updated code of conduct (increased penalties/flexibility, credit-card specific sports and an update to the invoice policy.

Meeting adjourned at 8:00pm

**In Attendance**

Carl Bittenbender, Jenn Williamss, Jim Graziano, Dena Urban, Kevin Kotch, Bob Kibler, Mandy Skalski Nicole Carfagno, Joe Robb, Brian Loutzenheiser, Mark von Berg, Steve Stil, Mike Orth, Steve Wallace, Kristin Gipe, Bill Tindall, Don Kelcher,

**Excused Absence**

Adam Ryan (Coaching)



# Executive Board & Commissioners & Treasurers Meeting

November 2, 2023



- 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 two paid personnel to support all of us and the MRC organization
- We manage about 16 sports, many on a year-round basis, manage about 6,000 registrations a year and about 800 coaches
- Income is about \$3.4 million dollars annually with matching expenditures
- All of this requires consistent processes and accurate record keeping, not only to maintain legal compliance, but also remain fiscally healthy for years to come, ultimately ensuring we are here for our 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





# 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**
  - **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

- **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



# Administration

- **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.
- 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

- **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
- **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. 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 delays in processing.
  - **Paperwork due to Mandy on Monday at midnight for processing.** This allows for any corrections to be made Tuesday. Treasurer to approve Wednesday 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.



# 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.





[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



# 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.
2. 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



Questions?

Good and Welfare  
Adjournment

