

Marlton Recreation Council Standard Operating Procedure	
Section: Administration	Number: 101.07
Subject: Coach Certification Process	
Effective Date: 08/07/2019	Page: 1 of 8
Last Revised:	Supersedes or replaces: 061713.0, 113010.02, 113010.0, 012199.5, 031899.02, 012199.4, V1C1
Issued by: President Walt Miller	
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 a clear guidance for the process of meeting the coaching standards for being selected to coach, volunteer or be employed in any capacity for the MRC.


Policy:

- A. The MRC has adopted a process for providing coaches and/or volunteers with proper training to meet the highest standards, ensuring that youth athletes in the MRC are protected against willful, malicious or negligent actions that could cause harm to the child athlete. The MRC is fully committed to ensuring that children within the MRC are protected.

Procedure:

A. Applicability

- A. All those over the age of 18 years old, who wish to volunteer for the MRC as a coach in any capacity, as well as any paid coaches or trainers employed by the MRC, shall meet defined standards of training and background investigation.
 - 1. Those under the age of 18 who wishes to volunteer for the MRC as a coach in any capacity are not held to the requirements under this policy, so long as they are working with MRC athletes, under the direct supervision of a MRC coach who meets all the requirements of this policy.
- B. Some of the positions required to meet the training and background investigation process defined in this policy are:
 - 1. Head/Assistant Team Coaches
 - 2. Paid or volunteer trainers contracted by the MRC or any individual sport's program
 - 3. Any person over the age of 18 years, who, in their volunteer or paid capacity, will have direct interaction with any MRC registered athlete while performing a coaching function for the MRC.
- C. No individual who does not meet the training and background standards defined in this policy shall be allowed to coach any MRC athlete in any official or unofficial capacity.

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- D. Any person who is identified as acting as a coach, volunteer or paid trainer, with any MRC athlete and that person does NOT meet the requirements defined in this policy will be subject to discipline, at the discretion of the MRC Executive Board and consistent with the MRC' Code of Conduct.

- E. Any person who is identified as having allowed any person to act in the capacity of a coach, volunteer or paid trainer and that person does not meet the training, background investigation and/or the required executive board approval, that allowing member of the MRC will also be subject to discipline at the discretion of the MRC Executive Board and consistent with the MRC' Code of Conduct.

- F. Any violation of this policy and the resulting discipline will be maintained by the MRC Safety Director for use in future coaching approval decisions. The records will also be maintained by the MRC Office Staff for future MRC Executive Board reference.

B. NEW JERSEY LITTLE LEAGUE LAW

- A. P.L. 1988, Chapter 87 (NJSA C.2A:62A 6)
 - 1. Provides volunteer athletic coaches, managers, and officials for non-profit sports teams or teams in league affiliated with county or municipal recreation department with immunity from liability unless willful, wanton, or grossly negligent.
 - Notwithstanding any provisions of law to the contrary, no person who provides services or assistance free of charge, except for reimbursement of expenses, as an athletic coach, manager, or official, other than a sports official accredited by a voluntary association as provided by P.L.1979, c.172 (C.18A:11 3) and exempted from liability pursuant to P.L.1987, c.239 (C.2A:62A 6.1), for a sports team which is organized or performing pursuant to a nonprofit or similar charter or which is a member team in a league organized by or affiliated with a county or municipal recreation department, shall be liable in any civil action for damages to a player, participant or spectator as a result of his acts of commission or omission arising out of and in the course of his rendering that service or assistance.
 - The provisions of subsection above shall apply not only to organized sports competitions but shall also apply to practice and instruction in that sport.
 - Nothing in this section shall be deemed to grant immunity to any person causing damage by his willful, wanton, or grossly negligent act of commission or omission, nor to any coach, manager: or official who has not participated in a safety orientation and training skills program which program shall include but not be limited to injury prevention and first aid procedures and general coaching concepts.
 - A coach, manager, or official shall be deemed to have satisfied the requirements of this subsection if the safety orientation and skills training program attended by the person has met the minimum standards established

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by the Governor's Council on Physical Fitness and Sports in consultation with the Bureau of Recreation within the Department of Community Affairs, in accordance with rules and regulations adopted pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B 1 et seq.).

- Nothing in this section shall be deemed to grant immunity to any person causing damage as the result of his negligent operation of a motor vehicle.
- Nothing in this section shall be deemed to grant immunity to any person for any damage caused by that person permitting a sports competition or practice to be conducted without supervision. f. Nothing in this act shall apply to an athletic coach, manager, or official who provides services or assistance as part of a public or private educational institution's athletic program.


L.1986,c.13,s.1; 1988,c.87,s.1. 2A:62A 6.1. Compensated sports officials; immunity from liability; conditions Notwithstanding any provisions of law to the contrary, a person who is accredited as a sports official by a voluntary association as provided by P.L.

1979, c. 172 (C. 18a:11 3) and who serves that association, a conference under the jurisdiction of the association, or a public entity as defined in Title 59 of the

New Jersey Statutes in the capacity of a sports official, whether or not compensated for his services, shall not be liable in: any action for damages as a

result of this acts of commission or omission arising out of and in the course of his rendering the services. Nothing in this act shall be deemed to grant immunity to any person causing damage by his willful, wanton, or grossly negligent act of commission or omission, nor to any person causing damage as the result of his negligent operation of a motor vehicle.

2. L. 1987, c. 239, s. 1. 2A:62A 6.2. Sponsors of non-profit sports teams or teams in league organized by or affiliated with county or municipal recreation department; immunity from liability; exceptions Notwithstanding any provisions of law to the contrary, no person who provides goods, services, or other assistance as the sponsor of a sports team which is organized or performing pursuant to a nonprofit or similar charter, or which is a member team in a league organized by or affiliated with a county or municipal recreation department, shall be liable in any civil action for damages to a player or participant as a result of his acts of commission or omission arising out of and in the course of his rendering those goods or services or that assistance. The provisions of this section shall apply not only to organized sports competitions but shall also apply to practice and instruction in that sport. Nothing in this section shall be deemed to grant immunity to any person causing damage by his willful, wanton, or grossly negligent act of commission or omission, nor to any person causing damage as the result of his negligent operation of a motor vehicle. L. 1988, c. 87, s. 3.

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C. COACHING/VOLUNTEER REQUIREMENTS

- A. The following is an overview of the process anyone defined in section I, B of this policy will undergo to become a coach or paid/volunteer trainer for the MRC.
1. Have attended and received certification from Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth TM) and/or
 2. Rutgers University SAFETY Clinician Workshop; and
 3. Completed the MRC Approved Concussion Awareness Training; and
 4. Undergone a criminal background investigation consistent with 15A:3A-3 and receive a recommendation to be allowed to coach; and
 5. Have no Safety Director documented violations with the MRC that would call into question the prospective coach or employee's capacity to coach youth athletes. Any cause for concern will result in a denial of the volunteer's suitability and they will not be approved to coach or paid or volunteer trainer within the MRC; and
 6. Receive a documented approval from the MRC Executive Board facilitated through the respective sports' commissioners for the individual sport's season.
- B. No person who does not meet the above coaching/volunteering requirements will be allowed to Coach, or serve as a trainer within the MRC. There will be no exceptions provided to any person for any reason.

D. COACH'S TRAINING

- A. The only MRC approved coaching certification courses are as follows:
1. Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth TM)
 2. Rutgers University SAFETY Clinician Workshop
- B. In accordance with the stipulations in the Little League Law, the Rutgers SAFETY Clinic:
1. Helps coaches minimize the risk of injury to young athletes
 2. Provides information about fundamental coaching concepts which enhances volunteer coaches' effectiveness
 3. Protects volunteer coaches from civil lawsuits
- C. The curriculum for the Rutgers SAFETY Clinic is based upon the "Minimum Standards for Volunteer Coaches' Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52). The topics include:
1. Legal Aspects of Coaching

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2. Psychological Aspects of Coaching
 3. General Coaching Concepts
 4. Training and Conditioning Athletes
 5. Medical/First Aid Aspects of Coaching
- D. MRC coaches, volunteers and employees must attend one of the Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) conducted by a Rutgers certified clinician and receive a Rutgers University SAFETY certification.
1. Proof of the certification shall be filed with the MRC Office before a coach will be approved to coach youth athletes. The certification will certify the coach for the lifetime of their coaching.
 2. The Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) is a minimum of three hours of training, all MRC coaches and volunteers must attend the full three hours of training to be fully certified.
- E. The Rutgers University SAFETY Clinician Workshop is a "train-the-trainer" program designed to teach Recreation Directors and Youth Sport Administrators the fundamentals of conducting the Rutgers SAFETY Clinic - Sports Awareness for Educating Today's Youth. The Curriculum for the award-winning Rutgers SAFETY Clinic is based upon the Minimum Standards for Volunteer Coaches' Safety Orientation and Training Skills Program (N.J.A.C. 5:52) developed by the Governor's Council on Physical Fitness and Sports.
1. Following attendance at the Clinician's Workshop, instructor candidates must pass a take-home exam (minimum passing score of 90%) to become eligible to teach the clinic. Thereafter, Clinicians must teach the clinic at least once/year to retain their certification.
- F. The MRC will select individuals to serve the MRC as trainers for our coaches and volunteers. Trainers selected by the MRC Executive Board will attend the Rutgers University SAFETY Clinician Workshop.
1. The MRC will send the selected trainers to the Rutgers University SAFETY Clinician Workshop. The MRC will pay the tuition costs for the selected trainers.
 2. The MRC will pay the Rutgers certified trainers the Rutgers established trainer fee for each training session hosted by the trainer for MRC coaches/volunteers
 3. The certified trainers will hold regular coach certification sessions throughout the year. The Schedule will be facilitated and approved by the MRC Safety Director.
- G. Individuals seeking Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) certification can attend one of the schedule clinics hosted by the MRC Rutgers trainers or they can attend any Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) hosted at any location throughout the State

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of New Jersey. A schedule of Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) can be found by visiting Rutgers University's website, <https://youthsports.rutgers.edu/educational-courses/volunteer-coaches>.

- H. The prospective coach will be required to pay the established Rutgers University training fee to cover the cost payable to Rutgers University for the SAFETY Clinic (Sports Awareness for Educating Today's Youth™) certification.
1. Prospective coaches with financial needs can apply to the MRC office for a scholarship to cover the training costs for this certification.
 2. Scholarships will be subject to approval by the MRC President, the approval will be based on the applicant's financial needs.
- I. The MRC will advertise scheduled Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) training sessions on the MRC website. The MRC will also advertise the scheduled training sessions on the Rutgers University website.
- J. Prospective coaches/volunteers will register for available MRC hosted Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) via the MRC registration system in the same manner as a youth athlete will register for a sport.
1. Those attending the MRC hosted Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) training sessions MUST preregister, no walk-ins will be accepted.
 2. The prospective coaches/volunteers shall pay the established Rutgers University training Fee at the time of registration on the MRC registration website. Payments will only be accepted via the registration website.
 3. MRC Office Staff shall preorder Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth™) training materials from Rutgers University so the materials are received and available for those taking the scheduled training session at the time the training is being provided.

E. CONCUSSION AWARENESS TRAINING

- A. The Legislature of the State of New Jersey passed a bill to raise the awareness of concussions amongst youth athletes. This bill requires at a minimum, coaches to have head injury safety training to help in the recognition of concussions.
- B. The MRC Safety Director shall provide an approved concussion awareness training course for those interested in being a certified coach to complete.
1. The concussion training will be provided through an online training session.
 2. The link for access to the training will be maintained on the MRC website.

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3. At the conclusion of the online concussion awareness training the individual shall print the training certificate demonstrating their completion of the training. The individual will forward a copy of the training certificate to the MRC office for filing.
- C. No coach/volunteer as defined in Section I,B, shall coach or volunteer within the MRC until after they have completed the MRC’s concussion awareness training and have provided their certification to the MRC office. Proof of the certification shall be filed with the MRC Office before a coach will be approved to coach youth athletes. The certification will certify the coach for the lifetime of their coaching.
 - D. The MRC shall cover the cost of this training for the prospective coaches/volunteers.
 - E. The approved concussion awareness is "Training in Sports Concussions” course issued by the CDC, www.cdc.gov/concussion/HeadsUp/online_training.html


F. CRIMINAL BACKGROUND INVESTIGATIONS

- A. In an effort to protect youth athletes of the MRC, all those defined in Section I, B must undergo a criminal background investigation. The MRC, in conjunction with a contracted background investigation vendor will take every effort possible to protect the children in the MRC from individuals who have prior criminal records or are otherwise deemed to posse a criminal risk to children in the MRC or the community at large, pursuant to P.L. 1999, c. 432 (C. 15A:3A-3)
- B. The MRC will contract with a background investigation vendor. This vendor will be selected by the MRC Executive Board, based on the recommendation of the Safety Director.
- C. The MRC will only select a vendor who is able to provide background investigations, on prospective or renewing coaches, if they can run background checks through New Jersey as well as through National Criminal Record databases, to include Megan’s Law registrants.
- D. Prospective coaches/volunteers must first complete the Rutgers University SAFETY Training and the MRC approved Concussion Training prior to being provided the website to complete the background check. Once the MRC Office Staff receives the completed Rutgers SAFETY certification card and the Concussion Training Certificate, the MRC Office will email the background check website to the prospective coach.
- E. The Safety Director, or in their absence the MRC President will receive the criminal background results for the respective coaches who have completed the background check through the MRC approved vendor.

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- F. A person shall be disqualified from serving as an employee or volunteer in MRC if that person's criminal history record background check reveals a record of conviction of any of the following crimes and offenses:
1. In New Jersey, any crime or disorderly persons offense:
 - Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:11-1 et seq., N.J.S.2C:12-1 et seq., N.J.S.2C:13-1 et seq., N.J.S.2C:14-1 et seq. or N.J.S.2C:15-1 et seq.;
 - Against the family, children or incompetents, meaning those crimes and disorderly persons' offenses set forth in N.J.S.2C:24-1 et seq.;
 - Involving theft as set forth in chapter 20 of Title 2C of the New Jersey Statutes;
 - Involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10.
 - In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in Subsection F, 1, above.
 2. In New Jersey, any crime that is defined as an indictable crime, or in any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes defined as indictable crimes in NJSA 2C: or any other applicable statute.
- G. If the MRC has an additional local concern regarding a prospective coach/volunteer or existing coach/volunteer, the MRC can make a local name inquiry through the Evesham Township Police Department or any other police agency having the potential of having possession of a police record material to making a coaching decision. The records obtained through the local name check can be used by the MRC to make coaching approval decisions.
- H. Once a coach/volunteer successfully completes a criminal history background check and it is determined that they are able to coach, volunteer or be employed by the MRC, they will be notified of their successful completion of the background check by the MRC Office Staff.
- I. Once a coach/volunteer successfully completes a criminal history background check and it is determined that they are UNABLE to coach, volunteer or be employed by the MRC, they will be notified of their non-approved coaching status.
1. Under no circumstances shall anyone in the MRC allow any coach/volunteer, who is not recommend to coach, following the background check process, to coach or volunteer in any capacity within the MRC. This applies even if a prior criminal background check reported that the respective coach was approved.

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2. Any existing coaches/volunteers who are reported to be not recommend through the Criminal Background Investigation process will be placed on a permanent list barring them from every coaching/volunteering for the MRC, in any capacity.
- J. The coaching decision to not allow a person to coach, volunteer or be employed by the MRC, based on their background check results is not appealable to the MRC Executive Board. The decision, consistent with this policy, in not subject to change based on any mitigating factors.
- K. The MRC Office Staff will maintain a list of all coaches who have undergone a background investigation and maintain a list of expiration dates of the background checks. Those subject to background check must renew their background check every two years.
1. The MRC Office Staff will notify the coach/volunteer of the expiration of their background check when the two-year period expires and they register to coach a sport and provide the coach with website for the contract background check vendor so the renewing coach, volunteer or paid trainer can complete the biennial background check.
 2. The MRC Office Staff will maintain a list of coaches/volunteers who were not recommended to coach as a result of the criminal background process. Every season they will review this list, against the list of coaches who registered to coach a sport.
 - In the event a registered coach is found to be on the list of those who had a prior recommendation of not being recommended to coach through the background process, the MRC Office Staff shall immediately notify the MRC President.

G. COACHING RECORD

- A. Individual Sport Commissioners are required to notify the MRC President within three-days of all coaches/volunteers who are suspended from coaching/volunteering.
- B. Individual Sport Commissioners are required to notify the MRC President within three-days of all adults, parents, spectators, ect. who are in violation of the MRC’s Code of Conduct, they shall also report the resulting discipline imposed.
 1. These records will be maintained by the MRC Office Staff for review during the coach approval process, should a person later decide to coach for the MRC.
- C. The MRC Office Staff shall compare the registered coach list, each season, to the list maintained of coaches, volunteers, parents or other adults who have been disciplined by the MRC or who have reported Code of Conduct violations.

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1. The MRC Office Staff shall inform the MRC President if a coach/volunteer, who registers for a season, should it be found that they are named on the list maintained documenting prior discipline or Code of Conduct violations.
2. The prior discipline will be used by the MRC Executive Board when deciding coaching approvals.

H. COACHING APPROVALS

- A. All head coaching and assistant coaching approvals must be accepted by the Executive Board prior to notification of the appointment of the coach. Under no circumstances may a candidate coach be appointed to a coaching position without Executive Board approval.
- B. The MRC Office Staff will obtain a list of all registered as coaches or volunteers from the registration system one month prior to the commencement of the respective sports season.
 1. The MRC Office Staff will prepare a Coach Report for presentation to the MRC Executive Board, this report will contain the following information:
 - Coach's Name
 - Sport the coach registered to coach
 - Indication if the coach completed the Rutgers University SAFETY Clinic (Sports Awareness for Educating Today's Youth TM) and/or the Rutgers University SAFETY Clinician Workshop
 - Indication if the coach completed the MRC approved Concussion Awareness Training
 - Indication if the coach received a recommendation from the New Jersey State Police recommending or not recommending the coach to be a coach within the MRC.
 - Any information related to the coach's prior disciplinary record or Code of Conduct violations maintained by the MRC or any records related to prior non-recommendations received from the New Jersey State Police as a result of prior background investigations.
- C. The MRC Executive Board will review the Coach Report provided to them by the MRC Office Staff.

The MRC Executive Board will review the coaching list and either approval or deny each of the respective coaches.

 1. The MRC Executive Board will provide the MRC Office Staff will the list of the coaches approved and/or denied.
 2. The Sport Commissioners will be provided a list of approved coaches so coaching assignments can be made for the upcoming season.

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I. MISCELLANEOUS COACHING INFORMATION

- A. Nothing contained in this policy serves as a guarantee that a prospective coach/volunteer will be accepted even if they meet all the requirements detailed in this policy.
1. Coaches will be selected based on the number of coaches required and the number of available positions, among other factors not specifically detailed in this policy.

J. PAID TRAINERS

- A. Consistent with the contact the MRC has engaged in with the Township of Evesham, the following is required when the MRC or an individual sport contacts the services of a trainer and that training will occur on property owned by the Township of Evesham.
1. The Trainer and the MRC will engage in a written contract.
 2. The Trainer will agree to follow the Parks and Facility Use Policies of the Township of Evesham
 3. The Trainer shall provide proof of insurance naming the MRC and the Township of Evesham.
 4. Trainers with annual contracts greater than \$6,000 in services performed on property of Evesham Township must be a registered business in the State of NJ and provide documentation of the same.