

Marlton Recreation Council Standard Operating Procedure	
Section: Safety	Number: 103.02
Subject: Youth Coaching and Youth Volunteering	
Effective Date: 03/03/2022	Page: 1 of 2
Last Revised:	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. This procedure is intended to outline the process for youth volunteers (minors) and identify permitted and non-permitted volunteer activities.

Scope:

- A. This procedure applies to all members, and it is the responsibility of all adult coaches and volunteers in the MRC to enforce this policy.

Administration:

- A. It is the responsibility of the Sport Commissioner to ensure that all adult coaches and adult volunteers in the sport are informed of this policy each season and to ensure that this policy is adhered to during the season.
- B. The Code of Conduct applies to all youth coaches and youth volunteers. Violations of the Code of Conduct will result in disciplinary action, up to and including loss of ability to coach and/or volunteer.

Procedure:

- A. Youth volunteers (minors) are those members under 18 years of age who wish to volunteer their time in the MRC and youth volunteers will be divided into two categories:
 - o Youth Assistant Coaches, restricted to those ages 16 and 17
 - o Youth Sport Volunteers, restricted to those ages 10-17
- B. Youth assistant coaching procedure:
 - o Members who are 16 and 17 years of age are permitted to serve as youth assistant coaches.
 - o The Sport Commissioner shall approve youth assistant coaches each season.
 - o Youth assistant coaches who turn 18 years of age must complete the requirements to become a MRC Coach, even if the youth coach turns 18 mid-season.
 - o The Sport Commissioner should encourage proactive completion of the approved MRC coaching certification classes for 17-year-old volunteers.
 - o No youth assistant coach may have sole oversight of the team or any team activity and will always serve alongside an approved MRC adult coach.
 - o Youth assistant coaches shall not be placed in a position by an adult coach whereby the youth assistant coach would have custodial responsibility of a minor. For example, a team activity with no other adult coaches, board members or volunteer parents available, cannot be scheduled. Example: if the adult coach leaves with an injured child, the youth assistant coach cannot assume responsibility for the team.

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C. Youth sport volunteer procedure:

- The Sport Commissioner does NOT have to approve youth sport volunteers each season who are not serving in a coaching role.
- Youth sport volunteers shall always be volunteering under the direction and supervision by an adult volunteer.
- At no time can a youth sport volunteer have sole responsibility/oversight of a volunteer activity or have the responsibility for custodial care of another minor, to include family members/siblings, while volunteering in an MRC activity (i.e., A youth sport volunteer at the snack stand cannot be ‘in charge’ of the snack stand or be responsible for a younger brother in the snack stand. An adult must be present.)
- Youth sport volunteers are permitted to participate in the administration of concessions/snack stand, refereeing and umpiring, and other volunteer activities consistent with the administration of youth sports and fundraising activities.
 - Restrictions: no youth sport volunteer can operate mechanical food preparation equipment to include grills, deep fryers, mechanical slicers, or machines with exposed rotating mechanisms
 - Restrictions: no youth sport volunteer shall serve or handle alcohol or any prizes involving alcohol (basket of cheer)

D. Service credit for youth volunteers: A member of the Executive Board, Sport Commissioner or Head Coach may certify, by signature or by written letter, volunteer hours of service for school or other purposes, such as the National Honor Society.

E. If Community Service Hours are a result of a legal action or court order, then the youth member seeking service hours must submit a request in writing, with a detailed written description of the events leading to such an action, to the Safety Director. The Executive Board may consider requests and may approve requests based on the circumstances.