

<b>Marlton Recreation Council Standard Operating Procedure</b>	
<b>Section:</b> Administration	<b>Number:</b> 101.06
<b>Subject:</b> Executive Board & Commissioner Season Review Policy	
<b>Effective Date:</b> 02/03/2022	<b>Page:</b> 1 of 2
<b>Last Revised:</b>	<b>Supersedes or replaces:</b>
<b>Issued by:</b> MRC Executive Board	
<b>Approved by:</b> 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. At least once a year, Commissioners shall meet with the Executive Board to provide a season review highlighting accomplishments, challenges, and review of their proposed and actual budgets. This meeting shall consist of a review of the Commissioners performance for the previous season.

**Scope:**

- A. This procedure outlines the review process and objective criteria to evaluate a Commissioner's performance each season.

**Administration:**

- A. The Executive Board shall ensure that this process is followed on an annual basis for each Commissioner.

**Procedure:**

- A. Prior to the start of each season, the Commissioner will report to the Executive Board and the Executive Director the beginning and end date of the sport season. The Board understands that, in certain circumstances, it may be impossible to have a date-certain of the end of the season due to team progression in tournaments and competitions. In such circumstances, the date of the end-of-season shall specify that the season ends when the last MRC team wins or is eliminated from the last tournament in which they can participate before a new season starts. In instances where a specific date is not set for the end-of-season, it is the Commissioner's duty to notify the Executive Board within seven (7) days of the date that the season has ended for that sport.

Approximately 30 days after of the end of the season, the Commissioner and Executive Board will coordinate a mutually convenient time to meet with a quorum of the Executive Board to review that sport season, its successes, areas that need work, and future plans. The Commissioner also should be prepared to discuss any problems that arose because of fan behavior, coach behavior, athlete behavior, sport board issues or any other issues. It is the Commissioner's duty to present a summary of their season, though the Board may ask questions.

<b>Marlton Recreation Council Standard Operating Procedure</b>	
<b>Section:</b> Finance	<b>Number:</b> 102.01
<b>Subject:</b> Acceptance of Donations	
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- B. Each year, the Commissioners shall be evaluated on the following criteria:
- compliance with MRC policies, procedures, and guidelines
  - compliance with sport policies, procedures, and guidelines
  - increase/decrease in number of registrations
  - number, substance, and validity of complaints made and grievances filed
  - increase/decrease in volunteerism
  - use of other members of the sport board (*i.e.*, ability to delegate tasks)
  - communication with parents
  - communication with volunteers
  - proposed and actual budget
- C. Commissioner selection process: Any time a Commissioner is to be replaced, either by removal or by resignation, the MRC shall send at least two notices to the general membership that there is a position for Commissioner open and request expressions of interest including, but not limited to, name, contact information, experience coaching, experience as a commissioner, and other experience in youth sports. In accordance with the Bylaws, the Executive Board will select a replacement Commissioner from interest candidates, or appoint another Commissioner to fill the vacancy.