

TOWNSHIP OF MAHWAH YOUTH SPORTS BOOSTERS
BY-LAWS (Revision Date 11/12/2025)

ARTICLE 1 – NAME of ORGANIZATION

▪ **Section 1 – Name of Organization**

The official name of the organization shall be The Township of Mahwah Youth Sports Boosters, Inc., herein referred to as TMYSB.

ARTICLE 2 – MISSION STATEMENT

▪ **Section 1** – TMYSB shall:

Identify and define the type and scope of recreational and sporting activities and programs for the children who reside in the Township of Mahwah, New Jersey, and,

Oversee the development of, ongoing improvement of and day-to-day operations and administration of those activities and programs by establishing leagues, teams, clinics, seminars, codes of conduct, rules and other such events and actions that will further enhance such activities and programs, and,

Enhance the physical, mental, athletic and social development of each child participating in the activities or programs by providing guidance and instruction, and provide, foster, and instill the fundamental concepts of fair play, proper conduct and good sportsmanship between all participants for the enrichment of their physical and social well-being.

ARTICLE 3 – PROGRAMS

▪ **Section 1** – TMYSB shall provide the following recreational/travel sports programs:

Baseball (Recreation & Travel), T-Ball, Softball (Recreation & Travel), Cheerleading, Football (Travel), Soccer(Recreation), Tennis, Track & Field, Basketball (Recreation & Travel), Wrestling (Recreation & Travel), Volleyball, Boys Lacrosse (Travel), Girls Lacross (Travel), Roller Hockey, Street Hockey, All-Stars, Cross Country, and any additional Sport Clinic and/or Camp Programs as required by each sport.

▪ **Section 2** - Fees for each recreational/travel sports program or clinic shall be established by the Commissioner and subject to vote by the Executive Board. Each Commissioner shall be authorized to waive the fee for a participant as deemed necessary

• **Section 3** – TMYSB shall review and evaluate new programs if they are presented by the membership or any other member of the Mahwah community. Each program will be based on its merits for the benefit for the children in Mahwah. A new sports program is subject to vote by the membership and must have a Commissioner in place to oversee and administer the program prior to vote taking place.

ARTICLE 4 – MEMBERSHIP

▪ **Section 1 – Membership Criteria**

Membership in TMYSB shall be open to all Mahwah residents with children actively participating in or will be participating in the programs offered by TMYSB, Membership will also be extended to Mahwah residents who have served in a leadership role (exec board, commissioner, asst commissioner, league director, etc.) but whose children do not currently actively participate in TMYSB's programs. Further, Members will have not been convicted of any criminal offense (excluding traffic violations) and are at least 21 years of age.

- **Section 2 – Admission of New Candidate**

Admission of a new member shall be based on the recommendation to the TMYSB Executive Board. The admission of the candidate shall be determined by the Executive Board at any meeting and it shall be included, prior to the meeting, as an agenda item. The recommendation must be submitted using the New Membership Form (see Appendix I) and submitted to the Executive Board (any member of the Board). The written recommendation shall be signed by two members of TMYSB and by the Commissioner of the primary sport the Candidate's child will play. This recommendation shall be read at the meeting by a member of the Executive Board, whereupon a question and/or discussion of the candidate's qualifications may ensue. A vote will be subsequently conducted via a show of hands and if the candidate receives a majority vote, the candidate will be accepted as a new member without voting privileges. The candidate will be granted voting privileges after attending three consecutive TMYSB meetings.

- **Section 3 – Annual Renewal of Existing Members**

An annual renewal of existing members shall take place at the September meeting of each year. A listing of members who are in good standing (residency, Child's age, and code of conduct) shall be prepared by the Secretary and circulated at the September meeting. Additionally, each member on an annual basis, at the September meeting, will submit a signed Code of Conduct (see Appendix II) to the Secretary. Failure to submit a signed Code of Conduct could result in revocation of membership (as explained in the next section).

Existing members shall be required to immediately report to the Executive Board any violation of the Code of Conduct.

- **Section 4 – Revocation of Membership**

TMYSB may revoke the membership of any person who violates the rules of the sport as defined by the commissioner, and/or violates the Code of Conduct. Revocation of membership shall be decided if a member receives 2/3rds vote of the eligible voting membership. TMYSB may revoke membership of any person who fails to attend 5 meetings in succession. The revoked members may resubmit for membership, but they are subject to attendance and duties as outlined herein.

- **Section 5 – Voting Privilege**

If a member misses 3 of 5 meetings, they will need to attend 3 of the next 5 meetings (non-consecutive) to have voting rights reinstated.

A member who is unable to attend a meeting may submit (via email) his/her vote for By-Law amendments, new candidate membership, and member expulsion. The member has the option of submitting an e-mail or written absentee ballot to the Nominations Chair, if the vote is received by the Nominations Chair no later than 6 PM the day before the scheduled election. The Nominations Chair shall advise the members in attendance at the meeting the number of absentee ballots submitted for each voting issue.

The President of the Association shall not have any voting privilege except to the extent that his/her vote is for a tie-breaking purpose.

- **Section 6 – Membership Classifications**

COMMISSIONER

Except as detailed in the following paragraph, there shall be one (1) Commissioner for each recreational sport's program. On the schedule set forth in Article 6, the Executive Board will obtain indications of interest from those who wish to be considered for the position and will then interview the candidates and vote to recommend a particular candidate to the general

membership. The names of all the Commissioner candidates, including the candidate recommended by the Executive Board, are then submitted to the general membership and a Commissioner elected by a majority vote of the members. The Commissioner shall serve in that capacity during the time when the sports program is being played. At the end of the sport's program season, the Commissioner, after providing a final report (season wrap-up) to the members, will be eligible to be re-recommended by the Executive Board along with any other member who has indicated an interest in serving as a Commissioner. In the event that the members reject by majority vote a candidate for Commissioner, or in the absence of a candidate for Commissioner, the President shall appoint a committee, consisting of three regular members, to identify candidates for the position of Commissioner. Candidates for the Commissioner's position shall have been a member of TMYSB for at least one (1) year unless approved by a majority vote of the membership.

In the event that the demands of a particular sport warrant it, or in the event of special administrative considerations such as training or transitioning to a new Commissioner, the Executive Board may recommend to the general membership that it elect co-Commissioners.

Members shall be eligible to be the Commissioner of only one (1) sport's program during the fiscal year.

Each Commissioner shall be responsible for all duties and functions of the respective sport that shall include but not be limited to the following:

- Overseeing the function of the sport's program.
- Developing an operating budget and sport's plan both of which shall be presented to the President and Treasurer prior to opening registration for the season.
- Attendance at all TMYSB meetings to represent their sport for purposes of discussion input as well as casting their Sport's vote on all issues voted on. If the Commissioner cannot attend a meeting, the Assistant Commissioner or a representative (as determined by the Commissioner) should be designated to vote on behalf of the Commissioner.
- Presenting a report at the end of the end of the sport's season with said report being presented to the membership at a designated meeting.
- Being responsible for all functions and aspects of the recreational sport including league directors, umpires, officials, managers, coaches, trainers, equipment, inventory, schedules of practices and contests and all associated paperwork as required by TMYSB or leagues.
- Appointing an Assistant Commissioner and/or Directors.
- Voting for Executive Board members during an election

ASSISTANT COMMISSIONER

There shall be one (1) Assistant Commissioner for each recreational sport's program who shall be selected by the Commissioner. The Assistant Commissioner shall serve in that capacity during the time that the sport's program is being played. Candidates for the Assistant Commissioner's position shall have been a member of TMYSB for at least one (1) year unless otherwise approved by a majority vote of the membership.

The Assistant Commissioner shall assist the Commissioner in all duties and responsibilities as required of the Commissioner.

Members shall be eligible to be the Assistant Commissioner of only one (1) sport's program during the fiscal year.

DIRECTORS

There shall be an unlimited number of Directors for each sport's program. Directors shall be selected by the Commissioner. Candidates for the Director's positions shall have been a member of TMYSB for at least one (1) year unless otherwise approved by a majority vote of the membership.

Directors shall assist the Commissioner and Assistant Commissioner in those duties and responsibilities as required of the Commissioner/Assistant Commissioner. Members shall be eligible to be a Director for more than one (1) sports program.

EXEMPT MEMBER

An individual who has served TMYSB as a voting member in the past for a minimum of 5 years but can no longer be an active participant in a sport's program may apply to TMYSB to be an exempt member. A written request shall be directed to the Executive Board by the individual seeking exempt status.

An exempt member shall not have any voting privileges and his/her attendance at meetings does not count towards a quorum.

PAID COACHES/TRAINERS

From time to time, it may be necessary to add Paid Coaches to the Volunteer Staff in order to provide our Athletes with additional expertise or additional Coaching support.

Paid Coaches are hired based on a specific need and are experienced in that sport. Paid Coaches are not considered Members and they would require Executive Board approval.

Payment schedule would be based on guidelines set by the Treasurer and as approved by the Executive Board.

EXECUTIVE BOARD MEMBERS

See ARTICLE 5.

ARTICLE 5 – EXECUTIVE BOARD

▪ **Section 1 – Officer Positions, Terms of Office, Eligibility**

The TMYSB Executive Board shall consist of the following officer positions:

- -One (1) President
- -Two (2) Vice Presidents (Operations & Coaches/Players)
- -One (1) Secretary
- -One (1) Treasurer
- -Three (3) Player Agents (Fall/Winter/Spring)

The Executive Board shall serve in their officer capacities for a period of one (1) fiscal year (September to August inclusive).

In the event that an officer vacates his/her officer position for any reason within his/her year of serving, a replacement will be nominated and elected by the Executive Board.

All TMYSB members, who have been a member of TMYSB for at least two consecutive (2) years, with the exclusion of Exempt Members, shall be eligible for nomination to all of the officer positions on the Executive Board with the exception of President or Treasurer. To be eligible for nomination for the President position, the nominee must serve on the Executive

Board for one (1) year prior to nomination. To be eligible for the Treasurer position, the nominee must have shadowed the current treasurer for a period of time prior to assuming the role.

▪ **Section 2 – Nominations and Elections**

The Executive Board, on or about the March meeting, shall appoint one member, who is not an officer of the Executive Board, to be responsible for the compilation of member names who have expressed their intention to run for an officer position on the Executive Board. This individual will also be responsible for the development of the election ballot, all absentee ballots and will oversee the tabulation of votes and shall be termed the Nominations Chair.

Candidates for any Officer position on the Executive Board shall submit their intention of running for office in writing to the Nominations Chair. This written request must be received by that individual seven (7) days prior to the May/June meeting. After that, the Slate of Officers will be considered closed, and no additional names can be added prior to the election.

The names of all candidates for any officer position on the Executive Board shall be reported to the general members at the May/June meeting. Each candidate shall address the general membership for a period of not more than three minutes as to their qualifications for the officer position.

All TMYSB members shall be permitted to ask any candidate any questions as to why that candidate should be elected to the officer position.

Election of the Executive Board Officers shall take place at the May/June meeting. Only Commissioners can vote in any Executive Board election. An official ballot shall be used and a candidate shall be required to receive 51% of the total eligible votes of Commissioners. Each Sport (as outlined in Section 3, Article 1) will only receive 1 vote, even if they offer a recreational and travel component. In the event of a tie or if a runoff is needed for any reason, the top two (2) candidates receiving the most votes will be voted on at that same general meeting. Should a Commissioner be unable to attend a meeting where a scheduled vote will occur, that Commissioner has the option of submitting an absentee ballot, as described in Article 4, Section 5.

▪ **Section 3 – Officer Duties and Responsibilities**

PRESIDENT

The President shall:

- Act as the presiding Officer of the Executive Board.
- Serve as the official spokesperson and represent TMYSB (when required) at Town Council and Board of Education meetings.
- Serve as a liaison to the Township of Mahwah and Mahwah Board of Education
- Conduct meetings of the Executive Board as deemed necessary.
- Prepare an agenda and preside over the general meetings of the TMYSB.
- Serve as an ex-officio member of all committees.

VICE PRESIDENT OF GENERAL OPERATIONS

The Vice President of General Operations shall:

- Carry out the duties of the President in his/her absence.
- Oversee all administration duties.
- Develop an administration budget and present said to the TMYSB members at a

- general meeting.
- Be responsible for all non-sport programs, activities and committees including but not limited to Concession, Fundraising, Registration and Technology.

VICE PRESIDENT OF COACHES/PLAYERS OPERATIONS

The Vice President of Coaches/Players Operations shall:

- Carry out the duties of the Vice President of General Operations in his/her absence.
- Oversee the Commissioners of all sports recreation programs and ensure that the CAPs plan is executed.
- Intervene in all coaches and/or players' dispute(s) and respond to all complaints from parents.
- Oversee Player Agents and player related complaints and issues.
- Ensure that all coaches receive the Certification (if necessary).
- Check to make sure all coaches are Rutgers S.A.F.E.T.Y. Clinic Certified and are not on the NJ Sex Offender Internet Registry.

SECRETARY

The Secretary shall:

- Be responsible for maintaining all organizational documents, records, rules and sports plans of the TMYSB.
- Distribute on a periodic basis, an up-to-date copy of the Member Roster, which shall include the names, addresses, telephone numbers, email address, and primary sport of all TMYSB members.
- Provide a copy of the By-Laws to new members who have been voted into the TMYSB.
- Provide liaison to the Township Recreation representative and obtain certificates or proof of insurance from the Township Recreation Committee Representative. (NOTE: The document shall provide a level of insurance coverage that affords protection to and of all players, coaches, managers, officials and members of the TMYSB.)
- Provide notice of a general meeting of TMYSB at least ten (10) days in advance of said meeting date.
- Develop the meeting agenda in conjunction with the President and make said agenda available to the members of TMYSB at least five (5) days in advance of said meeting date.
- Record and maintain the minutes of each meeting of TMYSB.

TREASURER

The Treasurer shall:

- Be accountable for all financial functions, bank transactions, accounting and monetary aspects pertaining to the TMYSB sports programs, activities, fundraising, concession and any/all other TMYSB special events.
- Provide the Executive Board with a written report, herein referred to as the Treasurer's Report, at each meeting.
- Provide the members of TMYSB with an oral report at each meeting
- Be responsible for hiring the services of a Certified Public Accountant who shall not be a member of the TMYSB.

PLAYER AGENTS

The Player Agents shall:

- Represent the interests of the children in all disputes.
- Assist coaches and players in all disputes.
- Carry out those duties and responsibilities as specified by the Vice President of

Coaches/Players.

ARTICLE 6 – MEETINGS

▪ **Section 1 – Procedures**

Robert's Rules of Order shall govern matters of procedure unless it is in contradiction to or inconsistent with any provision of the TMYSB By-Laws.

▪ **Section 2 – Quorum**

A quorum shall be required for all member meetings. A quorum shall be satisfied if 33% of the total voting membership is present.

▪ **Section 3 – Meeting Schedule & Business Agenda**

Member meetings shall be conducted in the following months unless otherwise notified by the Secretary of the Executive Board:

SEPTEMBER

The agenda shall include installation of the Executive Board Officers; presentation of the Winter Sports Programs and respective budgets; TMYSB Administration budget presentation; new member nominations; indications of interest for Spring Sports Commissioners.

NOVEMBER

The agenda shall include the Spring Sports end of season reports, recommendations by the Executive Board, and election by the general membership, of Spring Sports Commissioners.

JANUARY

The agenda shall include the presentation of the Spring Sports programs and respective budgets, the appointment of the Nominating Committee representative; indications of interest for Fall Sports Commissioners.

MARCH

The agenda shall include the Fall Sports end of season reports; recommendations by the Executive Board, and election by the general membership, of Fall Sports Commissioners; indications of interest for Winter Sports Commissioners; finalization of nominations to the slate of candidates who are running for Officer Positions on the Executive Board

MAY / JUNE

The agenda shall include the election of Officers to the Executive Board; review of the By-Laws; the Winter Sport's end of season reports; presentation of the Fall Sport's Programs and respective budgets; recommendation by the Executive Board, and election by the general membership, of Winter Sports Commissioners.

If deemed necessary by the President, meetings can be rescheduled/postponed or cancelled.

ARTICLE 7 – DISSOLUTION OF ORGANIZATION

In the event of the dissolution of the Township of Mahwah Sports Boosters, Inc., the

Executive Board shall, after paying or making adequate provisions for the payment of all of the liabilities of the organization, transfer all of the remaining property and assets to one or more Qualified Organizations. For purposes of this Article, a "Qualified Organization" shall mean a corporation or other organization organized and operated exclusively for charitable purposes which corporation or other organization at the time qualifies as exempt from income tax under section 501(c)(3) of the Internal Revenue Code.

ARTICLE 8 – BY-LAWS & AMENDMENTS

- **Section 1** – The By-Laws of the TMYSB shall govern the internal affairs of the organization.
- **Section 2** – Proposed amendments to the By-Laws shall be presented in writing to the members of TMYSB as least thirty days in advance of any regular member meeting. The proposed amendment shall be placed on the agenda for the next scheduled meeting and at that meeting; a presentation of the amendment shall be made by the member who is recommending said amendment. An amendment shall be adopted if a two-third (2/3's) vote of the voting membership is received. The amendment shall become effective thirty days after the vote.
- **Section 3** – The Secretary of the Executive Board shall make available an amended copy of the By-laws at the next member meeting after the amendment becomes effective. (NOTE: An actual copy of the amended By-Laws shall be provided only when a member requests said.)

ARTICLE 9 – APPENDIX

- **Section 1** – The documents that appear in the Appendix shall be part of the By-Laws of the TMYSB and shall be effective for all members, recreational sports programs, and activities.
- **Section 2** – The following documents shall appear in the Appendix and are numbered accordingly:

APPENDIX I
New Membership Form

APPENDIX II
Code of Conduct

APPENDIX III
CAPS (Guidelines and rules which shall be applicable for all sports programs).

APPENDIX IV
SPORTS MANUAL (The individual sport's program rules, regulations, policies and procedures that shall have been established for that sport by the Commissioner).

APPENDIX V
SPORTS STRUCTURE (The details of the structure of each sport).

APPENDIX I – NEW MEMBERSHIP FORM (Please print all information)

TO:
FROM:

RE: New Member Candidate
DATE

I RECOMMEND THE FOLLOWING CANDIDATE FOR CONSIDERATION AS A MEMBER OF
TMYSB.

NAME OF CANDIDATE:

FULL ADDRESS OF CANDIDATE:

HOME PHONE:

CELL PHONE:

E-MAIL:

CANDIDATE'S PRIMARY SPORT:

CANDIDATE'S SECONDARY SPORT (Optional)

CANDIDATE'S QUALIFICATIONS: (Please provide a description of any experience and the expectation
that the candidate will provide to the primary sport).

SIGNATURE OF ENDORSING MEMBER: _____

SIGNATURE OF COMMISSIONER: _____

SIGNATURE OF OTHER TMYSB MEMBER:

Nomination of candidate: (Circle one)

approved

not approved

SIGNATURE OF SECRETARY: _____

DATE: _____

APPENDIX II – CODE OF CONDUCT

THE TMYSB CODE OF CONDUCT

I, _____ AS A MEMBER OF THE MAHWAH YOUTH SPORTS BOOSTERS ("TMYSB"), UNDERSTAND THE NEED FOR THE HIGHEST PERSONAL AND PROFESSIONAL STANDARDS OF BEHAVIOR. I FURTHER UNDERSTAND THAT I AM OBLIGATED TO MONITOR MY PERSONAL AND PROFESSIONAL AFFAIRS, INCLUDING MY PERSONAL FINANCES SO AS NOT TO DISCREDIT MYSELF WHICH COULD REFLECT IN A NEGATIVE MANNER ON TMYSB.

As a member of TMYSB, I SHALL:

- Obey all Federal, State and Municipal laws and regulations of the United States of America, and
- Avoid any activity that could create conflicts of interest or even appear to be a conflict of interest, and
- Respect the confidentiality of the TMYSB financial and operational business and propriety information, and
- Refrain from abusing or misusing the authority as a member, coach or officer of the TMYSB, and
- Immediately report all violations or civil and/or criminal law or standards of business practice which would place or jeopardize the TMYSB's character or reputation at harm, and
- Maintain the highest standards of legal, ethical and moral integrity, and
- Treat every member with respect and honesty and allow each member the opportunity to speak freely, and
- Exhibit good sportsmanship and fair play at all sport's programs activities, contests and events such as at practices and games.

I SHALL abide by the Code of Conduct while a member of TMYSB and shall immediately report any violation by me of the Code of Conduct to a member of the Executive Board.

(Member's signature)

(Date)

APPENDIX III

1. RECREATIONAL TEAM

HEAD COACHES SELECTION PROCESS

If there are more Head Coaching applicants than there are Teams / Head Coaching positions, the Commissioner of the Sport shall select the Head Coaches by utilizing the following criteria:

1. At the Commissioner's discretion, a Head Coach applicant may be denied due to a previous TMYSB 'Warning' or Suspension for Inappropriate Conduct. Applicants cannot be denied because of a 'Notice' that he/she received.
2. The Sport's Commissioner / Committee may select certain individuals to be a Head Coach if they determine that it is in the best interest of the youth athletes that this individual be chosen to Head Coach. Individuals can also be removed from consideration if it is determined that the individual does not possess the knowledge or skills to coach the youth athletes at a satisfactory level.

If there are still more Head Coach Applicants than there are Head Coaching positions available, the Head Coaches shall be selected in the order of the following criteria:

- a. Head Coach Applicants that are Head Coaches in another Division that season shall be removed from consideration.
- b. Head Coaches in the same Division in that sport the previous year get first priority.
- c. Qualified Assistant Coaches in the same Division in that sport the previous year get second priority.
- d. Head Coaches in another Division in that sport the previous year get third priority.
- e. Qualified Assistant Coaches in another Division of that sport the previous year get fourth priority.

If after all applicants who fit into the above categories are named as Head Coaches and there still remains more Head Coaching applicants than teams still in need of a Head Coach, then the final Head Coaches will be selected in a random process like 'picking a name out of a hat.'

* Qualified Assistant Coaches are coaches that actively and effectively participated in his team's practices and games and have shown him/herself to possess the minimum knowledge / qualifications to teach the necessary skills of that particular sport to that age group. When a Commissioner is making this evaluation, he/she should weigh heavily on the opinion of that Assistant Coach's Head Coach the prior season.

2. SELECT/ TRAVEL TEAM

HEAD COACHES SELECTION PROCESS

Individuals who would like to coach a Travel team shall fill out a written Application for the position. An application will be provided by the Boosters for the applicant to fill out. The Commissioner of the Sport, the Player Agent that season, plus at least (1) other person that is either on the Boosters Executive Board (VP, Secretary, Treasurer) and/or an Assistant Commissioner of that sport, should select the Travel Coach based on his/her resume/application, prior seasons Coaching Evaluations and/or Warnings or Suspensions and an interview with the Applicant. If the Applicant holds one of these positions, then he/she will be replaced on that Selection Committee with another Assistant Commissioner or Director of that sport. The chosen Coach will be the one that the Selection Committee believes will be the best overall coach / teacher / role model / leader of Mahwah's youth for that particular sport.

SELECT / TRAVEL COACH APPLICATION

1. Applicants Name: _____
2. Address: _____
3. Telephone Number: _____
4. E-Mail Address: _____
5. Sport / Division: _____
6. Season: _____

7. If chosen, would your intention be to coach this team / these players for (circle one):

1 Year

2 Years

Several Years

8. Please list your coaching experience in Mahwah Youth Sports:

<u>Years / Seasons</u>	<u>Head or Assistant Coach</u>	<u>Sport</u>

9. Have you ever received a TMYSB Warning for Inappropriate Coaches Conduct? YES NO
10. Have you ever been suspended as a youth sports coach? YES NO
11. Have you completed the Rutgers Certification Course? YES NO
12. Do you have a job which requires you to travel a lot or work late often, which may result in missing practices and / or games? YES NO
13. Have you ever been convicted of a felony? YES NO
14. Have you submitted a background check in the last two years?
15. Please summarize your personal history / career in this sport that would indicate your experience and knowledge of this sport:

16. Please share any other reasons that you believe would make you a good choice to be the Travel Coach of this team:

17. Is there anything negative that should be known about you that might affect the decision to select you as a Travel Coach? If yes, please explain:

Applicant's signature: _____

Date: _____

3. TRAVEL /SELECT COACH EVALUATIONS

At the end of each Travel season, each player/parent combo will be asked to fill out a Coaches Evaluation Form to grade the Head Coach. These Evaluations will be distributed prior to the end of that sport's season by the Coaches and Players (CAP) Administrator, who will collect the Evaluations via the mail and provide the summaries and specific Evaluations (if requested) to the Commissioner of that sport. These Evaluations will be considered when deciding who should be the Head Coach of that team the following year if the Head Coach re-applies for the position. The Head Coach will either be renewed as the Head Coach for that team the following year (excellent ratings), or other travel coach applicants will be considered (average ratings) or a new travel coach will be actively sought (poor ratings).

The CAP Administrator will keep a record of which player / parent filled out each Evaluation, but their identity will be kept private and not released to the sport's Commissioner or the Travel Head Coach unless requested by the sport's Commissioner and agreed to by the parent. This will be coordinated through the CAP Administrator. It is the CAP Administrator's responsibility to protect the player / parents privacy if they choose to remain so.

The Commissioner of a sport is not obligated to or expected to deny future coaching privileges to a travel coach based on one or two anonymous negative evaluations, but whatever concerns or complaints that were communicated on the Evaluations should be addressed and discussed with the travel coach.

TRAVEL COACH EVALUATIONS

(To be filled out by each player/parent together)

Coaches Name: _____ Date: _____

Please Rate your Coach in the following categories with the following Rating System:

1 = EXCELLENT	4 = NEEDS IMPROVEMENT
2 = VERY GOOD	5 = POOR
3 = GOOD	N/O = NO OPINION

1. Coach's understanding of the game, its strategies, techniques, etc.: _____
2. Coach's ability to teach the game, the strategies, techniques, etc. to the kids: _____
3. Coach's ability to run a well-organized and productive practice: _____
4. Coach's game time decisions and player management: _____
5. Coach as a role model for good sportsmanship, teamwork and fair play: _____
6. Coach's organizational and communication skills to players and parents: _____
7. Coach's behavior towards the kids: _____
8. Coach's ability to maximize the team's competitiveness / performance: _____
9. Overall Rating of the Coach: _____
10. Please let us know anything else (positive or negative) about the coach you think the Mahwah Youth Sports Boosters should know about:

11. Do you want your identity to be kept private from your Coach? Yes No

12. Do you want your identity to be kept private from the Commissioner? Yes No

Parent / Player : _____

*COACHES AND/OR THE COMMISSIONER WILL NOT BE ADVISED WHICH PARENT / PLAYER COMPLETED THIS EVALUATION FORM IF YOU WRITE 'YES' ON THE LINE(S) ABOVE.

5. COACHES CONDUCT

Coaches shall be given a Code of Conduct and the 'Notice/Warning of Improper Conduct' forms that specify the conduct and behavior that is demanded by the TMYSB, which reinforces the principles of good sportsmanship.

If a coach is found not to adhere to one of the 'good sportsmanship' provisions, the Commissioner of the sport may give him/her a 'Notice of Improper Conduct' (most offenses) or a 'Warning of Improper Conduct' if the first offense is a very severe offense. A 'Notice' will be considered a reminder to the Coach of the Code of Conduct demanded by the TMYSB. A 'Notice' will not affect a Coach's consideration to be a Coach again in the future.

If a Coach is guilty of an infraction a second time, he/she will be given a 'Warning of Improper Conduct', which will be considered when selecting coaches in the future. The Commissioner may issue a 'Warning of Improper Conduct' without ever having given the Coach a 'Notice' if the Commissioner believes the infraction is severe. The Coach can contest a 'Warning' if he/she notifies that season's Player Agent or another member of the TMYSB Executive Board within 2 weeks of the issuing of the 'Warning'. A Hearing will then be coordinated by that season's Player Agent allowing the Coach to dispute the Warning to a Committee of no less than 3 TMYSB Executive Board members. This Committee will then either uphold the issuing of the Warning or retract the Warning. This Committee will make a ruling based on a 'preponderance of evidence', rather than 'beyond a reasonable doubt'.

A third instance of misbehavior will result in a second Warning and suspension. The suspension can be as little as 1 game and as severe as 1 year, as determined by the Commissioner of that sport. A coach can contest this second and all subsequent Warnings / suspension and request a Hearing as outlined above. In order to uphold a suspension, the Committee must find the coach guilty 'beyond a reasonable doubt'.

The Commissioner must issue the Notice, Warning or Suspension or at least notify the Coach within 2 weeks of the Commissioner's knowledge of the infraction.

COACHES CODE OF CONDUCT

Mahwah's recreational youth sports are run by the Township of Mahwah Youth Sports Boosters (TMYSB), a volunteer, not-for-profit organization working in partnership with the Township of Mahwah. The TMYSB's mission is to develop, encourage, and coordinate recreational activities for boys and girls in Mahwah, to develop and encourage good sportsmanship between all participating youths for the betterment of their physical and social well-being, to establish and conduct leagues, teams, clinics and other events that further the stated purposes of the TMYSB and to do any and all acts desirable in the furtherance of the foregoing purposes (See Article 2- Mission Statement).

It is a privilege and an honor to be chosen to coach a Mahwah Youth Sports team; with this comes an obligation for a coach to act in an appropriate manner. A coach is a teacher, a leader, and a role model for each player under his/her supervision. Coaches work in conjunction with commissioners and officials to support the athletic program in all policies, rules and regulations. To remain a Mahwah Youth Sports Coach in good standing, each coach must continue to conduct himself/herself in a way that encourages good sportsmanship, safety, and the development of the young athlete.

Our goal is also to develop "winners," and winning situations occur in many different circumstances. We want our players to give maximum effort toward learning new skills and building relationships with a team, to develop self-esteem and to play hard and competitively with pride and good sportsmanship. This is reflected in both team and individual growth throughout each season and through the years, but not always in a final score or league ranking. At the recreational level, we are learning through experiences, not victories, which means focusing on the "process" (practices, gaining skills and knowledge of the game, building teams and friendships) and not on mere "results". In an effort to adhere to these principles and to achieve these goals, coaches agree to the following Code of Conduct.

As a Mahwah Youth Sports Coach, I will

- Place the emotional and physical well-being of my players ahead of a personal desire to win.
- Treat each player as an individual, remembering there may exist a large range of emotional and physical development within any age group.
- Do my best to organize practices that are fun and challenging for all my players.
- Lead by example in demonstrating fair play and sportsmanship to all my players by controlling my language and temperament, and by respectfully treating the officials, other coaches, and players on other teams.
- Be knowledgeable of the rules of each sport that I coach and teach these rules to my players.
- Use those coaching techniques appropriate for the skills and the age of the players that I teach.
- Do my best to provide a safe playing situation for my players, including reviewing and practicing basic first aid principles and acquiring certification through the Rutgers Youth Sports Safety Program provided by the TMYSB.
- Communicate effectively with the parents of my players, so that they remain informed about practices, games, the Youth Sports program, and the rules of good sportsmanship as spectators.
- Provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at or before all youth sports events.
- Be mindful that I am a youth sports coach and that the game is for children and not adults.

Furthermore, I understand that if I do not adhere to the above principles and this Code of Conduct, I will forfeit the privilege of coaching in the TMYSB Youth Sports Program.

(Print Name)

(Sport / League or Division)

(Signature)

(Date)

WARNING OF IMPROPER CONDUCT

Mahwah Recreational Coach _____ has hereby been warned by _____, Commissioner of _____, that he/she has conducted him/herself in an inappropriate manner as a coach of a Mahwah Youth Sports team. The aforementioned coach had received a Notice of Improper Conduct on _____. As was stated in that Notice, the aforementioned coach has the right to contest this Warning by notifying the Township of Mahwah Youth Sports Boosters Player Agent or any other member of the Executive Board in writing within two weeks of this Warning. The following infraction has been deemed inappropriate and occurred on the following date(s) _____.

Details:

For future reference, the following infractions will be cause for additional Warnings and possible Suspensions.

- Arguing with referees.
- Disregard of league rules.
- Yelling at or demeaning players or the use of cursing or inappropriate language.
- Running up the score of a game.
- Not contacting all players for games or practices
- Excessive absenteeism from games or practices.
- Insubordination toward League Directors.
- Not playing all players the minimum time as required by league rules.
- Use of, or impairment by tobacco, drugs or alcohol at a Youth Sports event.
- Any unsportsmanlike conduct or inappropriate behavior.

This Warning will become part of the coach's record at the TMYSB and will be considered when coaches are selected in the future. Having received this Warning will negatively affect the coach's chance of coaching a Mahwah Youth Sports team. This Warning will not necessarily result in a suspension.

A coach is allowed to contest this Warning by contacting the Mahwah Youth Sports Booster's Player Agent or any other Executive Board member within 2 weeks of the Warning, after which the coach will meet with a TMYSB committee of not less than 3 members to discuss the circumstances of the Warning. The contesting coach may present witnesses or any other material evidence to assist in his/her defense. The Commissioner of the sport who issued the Warning may also present witness accounts or physical evidence to support the Warning.

The Player Agent will coordinate the time and place of the Hearing. A simple majority of the Boosters Committee will determine whether the coach was properly warned or not.

If a coach who has already been warned is found to have committed another infraction, he/she will receive a second warning and is subject to a suspension by the Commissioner of that sport at his/her discretion. Suspensions may be for a game, a week, a season or a year. Every subsequent warning is grounds for another suspension at the discretion of the sport's Commissioner.

A coach who is suspended can contest the suspension in the same manner as he/she can contest a warning.

If a coach does not acknowledge the receipt of a Notice or Warning by refusing to sign and return the document, the coach will be suspended from Mahwah Youth Sports teams until the document is signed and returned, and a hearing, if required, is held as defined above.

The undersigned has received this Warning and understands the process as outlined above.

(Coach's Name)

(Date)

(Coach's Signature)

(Commissioner's Name)

(Date)

(Commissioner's Signature)

DRAFT ORDER / PROCESS

(Baseball, Softball, Basketball and Soccer)

The main goal of the draft is to distribute the players equitably to all the teams so that all teams will have a legitimate chance of being competitive in that league. In addition, we want to continue to allow coaches to select kids who they or their children have relationships with and would like to have on their team for personal reasons.

A Head Coach who has a child that is rated an 'A' player cannot go into the draft with an Assistant Coach who also has a child that is rated as an 'A' player, unless there are enough 'A' rated players to have at least two on every team. In no instance can a Head Coach go into the draft with two or more Assistant Coaches.

Each sport may use its own system for determining who the 'A' Players are, but there must be a list of 'A' players available to all coaches for them to choose from in a fair and equitable manner. To facilitate this process, each coach must submit an Assessment form at the end of every season that will include a rating of all his/her players on three specific sport-related skills as well as an overall rating of the player. These Assessments will be made available to all coaches prior to the following year's draft. Kids who did not participate in that sport the previous year who are participating in a Division higher than Instructional, must attend a pre-draft Assessment, which will be attended by the coaches of that Division. Any player that does not have an Assessment (either written from the previous year or in a pre-draft tryout) cannot be drafted and will be randomly assigned to a team at the end of the draft.

The draft order will be done in 2 stages (Teams with an 'A' Player and teams without an 'A' Player). Teams without an A player will randomly draw the first picks in the first round (i.e. 1-8) and teams with an 'A' player will randomly draw the remaining draft slots in reverse order (i.e. 14-9) in the first round. Once the first (8) picks are made by the Non A-Player teams, the remaining (6) teams skip their first round picks. The next pick is the first pick of the second round, which is the last (14th) pick and proceeds backwards to the #1 pick. Each round, the order of selections is done in the reverse order from the previous round. Teams whose Coach's child is not an 'A' player will have their 5th round pick skipped. A team with two Coaches whose kids are not 'A' players will have their 5th and 6th round picks skipped.

If there are enough 'A' players to give all teams (2) 'A' players and there are coaching tandems that have (2) 'A' Players, then the draft will also be done in 2 stages as outline above, but all teams who start with (2) 'A' players will also skip their second round draft pick. Teams that start with (1) non 'A' player will have their 5th round pick skipped and teams that start with (2) non 'A' players will have their 5th and 6th round picks skipped. In no circumstance can two Coaches coach together if they both have kids that are 'A' players and between them have (3) or more 'A' players.

At the end of the draft, all undrafted players will be distributed randomly via the computer and will be placed on teams in a continuation of the normal draft order. Once all players are placed onto a team, the Commissioner will create a 'Waiver Order' of teams who will be assigned any additional kids that sign-up late or need to be added to that Division for any reason. This order will also be a continuation of the normal draft order.