

2015

PRESIDENT: Eddie Hegewisch
VICE PRESIDENT: John Wagner
SECRETARY: Kerry Nobis
TREASURER: Phil Rollison
REGISTRAR:



**P.O.BOX 3402
CROFTON, MD 21114**

www.croftonsports.com

BOARD OF DIRECTORS POLICY #15-1

ISSUED: 10/10/15

SUBJECT: PAID COACHES AND ADMINISTRATORS

I.STATEMENT OF POLICY:

- a. All sport/activities sponsored by the CAC and its semi-independent sports (SIS) are henceforth permitted to remunerate coaches and administrators. All paid coaches and administrators are selected/terminated by the sport/SIS leadership based on their ability, training, experience, qualifications, and attitude. Individual sport programs and SIS may have additional requirements levied by the sport oversight bodies.
- b. All sport/activity/SIS paid personnel must be detailed in the annual budget submitted by individual sports.
- c. All sport/activity/SIS fee waivers must be detailed in the annual budget submitted by individual sports.
- d. Paid coaches and administrators shall be remunerated in accordance with CAC accounting procedures. All paid personnel will be classified as employees, in compliance with IRS criteria, and accordingly will have taxes withheld from gross wages.
- e. A report of all paid coaches and administrators shall be submitted on an annual basis to the CAC Board of Directors by the sport/activity/SIS leadership.
- f. All paid personnel must complete a Federal Form W-4, Employee's Withholding Allowance Certificate, and Form I-9, Employment Eligibility Verification, prior to beginning the duties for which they will be paid.
- g. The Commissioner or SIS leadership delegated with managing a particular sport is responsible for all management and oversight of the individuals hired to provide services for that sport.
- h. The CAC Board of Directors will be responsible for management and oversight of any persons hired to provide services for the CAC organization as a whole.
- i. Management and oversight of employees includes, but is not limited to, gathering all required employment paperwork to be provided to the accountants (i.e. Form W-4, Form I-9, etc.)

II IMPLEMENTATION & MISCELLANEOUS PROVISIONS:

- a. All remunerated personnel shall fill out the appropriate Internal Revenue Service paperwork.
- b. All persons who supervise CAC/SIS sports teams must submit to a background check administered by the Anne Arundel County Department of Recreation & Parks. The background checks must be renewed every three years.
- c. All paid coaches must comply with individual sport/league risk management policies.

- d. The Crofton Athletic Council will indemnify, advance expenses, and hold harmless, to the fullest extent permitted by applicable law, any coach/administrator/volunteer who is made or threatened to be made a party to, or who is otherwise involved in, any civil, criminal or administrative action, suit, proceeding or claim arising from or in any way related to the member's lawful service to the Council. The Council's obligations under this paragraph will apply to any liability, loss or expenses, including attorneys' fees.
- e. To ensure proper accounting, all funds used to remunerate CAC personnel must be collected via the CAC/SIS registration system/software/site.
- f. It is understood that administrative modifications to this policy will be required to remain compliant with the IRS. Non-administrative modifications to this policy should be coordinated and approved by the affected sports/SIS.

III. DISTRIBUTION

- a. Distribution to all Crofton Athletic Council Board Members, Commissioners, and Coaches.
- b. Publication periodically in Crofton Athletic Council newsletters.
- c. Publication on the Crofton Athletic Council web site.