



A department of MPS

SPORTS COORDINATOR DESIGNATION

Principals are paramount to the academic achievement and success of extracurricular activities within their school. The Youth Sports Office would like to continue to build a strong relationship with you to build on last year’s successes. This can be accomplished through clear communication with Principals and Sports Coordinators.

As Principal of _____, I am designating _____ to serve as our Sports Coordinator for the 2024-25 Academic Year. I have shared with the Sports Coordinator the job description and position checklist. In addition, I have instructed them to reach out to the Youth Sports Office at youthsports@mkerec.net to complete the proper New Hire application, Volunteer Application, or Rehire paperwork as soon as possible.

I understand that:

- All Youth Sports policies and procedures are available online at www.mkerec.net for review.
- Milwaukee Recreation does provide funding for one sports league coach per team (Elementary and Middle School) and one Sports Coordinator per school (**Some Exceptions May Apply**).
- Team entry fee payments must be submitted prior to the start of the season. Failure to pay team entry fees by the deadline will result in my team(s) being dropped from the league(s). Deadlines are listed online and in the Youth Sports Opportunities Handbook.
- A forfeit fee of \$25.00 for each occurrence will be charged to the school each time our team(s) forfeit a game.
- Coaches are not permitted to handle sports team money. This includes player participation fees, fundraiser monies, and/or uniform monies.

I will work with our Sports Coordinator to ensure that:

- We recruit coaches that are positive role models and teach positive behaviors such as teamwork, sportsmanship and self-respect to our student athletes.
- The Sports Coordinator has completed, and continues to monitor, the hiring spreadsheet prior to the start of each season.
- The Sports Coordinator and Coaches have successfully completed a criminal background check and all required paperwork prior to the first practice/team activity.
- We register our teams for league play and special events online at www.mkerec.net by using our school account that was created by Milwaukee Recreation. **Personal account registrations are not accepted.**
- All Youth Sports invoices are paid in full by the deadlines listed online and communicated in the mandatory sports coordinator meetings.
- Athlete Participation Forms are collected from parents prior to the start of team activities.
- All participants are academically and behaviorally eligible to participate in extracurricular sports.
- Coaches complete all required online and/or in-person trainings prior to the start of the season.
- The Sports Coordinator attends all mandatory Sports Coordinator Meetings.
- The Sports Coordinator completes and monitors the hiring spreadsheet prior to each season.
- School sports team uniforms are inventoried and cleaned prior to each game.
- School sports team uniforms are only used for Milwaukee Recreation sponsored youth sports leagues and special event tournaments.

To be signed and returned to the Youth Sports Office at, MPS Central Services, Room 163 or youthsports@mkerec.net by September 6, 2024.

School Name

Grade Level (i.e K5, K8, MS, HS)

Today's Date

Principal Signature and Email Address

SPORTS COORDINATOR ACKNOWLEDGMENT



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I acknowledge that I have reviewed all Youth Sports policies and procedures, which can be found on the Milwaukee Recreation Youth Sports website, and I am responsible for the provisions contained herein.

I understand that the Milwaukee Public Schools Department of Recreation and Community Services may modify or eliminate the terms described on the website, at any time, with or without prior notice.

The policies and procedures, their appendices, and any subsequent updates are available online at www.mkerec.net. I understand that it is my responsibility to stay informed of Youth Sports Office policy and procedure updates by visiting the Youth Sports website, and the various section tabs, at www.mkerec.net as needed.

Furthermore, I acknowledge that it is my responsibility to ensure that:

- I attend all scheduled Sports Coordinator Meetings.
- I host seasonal family meetings, to distribute league information and review participation expectations.
- I promote and develop school teams each season.
- I complete, and monitor, the hiring spreadsheet prior to the start of each season.
- Myself, and all coaches, have successfully completed a criminal background and all required paperwork at least three (3) weeks prior to the first team activity/practice.
- Coaches attend all coaches meetings listed on the website.
- Pay sheets are submitted to the Youth Sports Office in accordance with the Youth Sports Pay Sheet Schedule listed on the website.
- I review the **Youth Sports: District Fundraising Policy and Information Guide**, and ensure all money collected from students is deposited with the schools secretary/bookkeeper each day. Sports coaches are strictly prohibited from handling student money.
- Each participant completes all Athlete Participation forms prior to the first team activity/practice.
- Students that fail to complete and submit all Athlete Participation forms are not allowed to participate in the Youth Sports Program.
- School sports teams are registered online at www.mkerec.net by the deadlines listed on the website. I understand that leagues will fill up very quickly and are first come, first serve.
- Team entry fee payments are submitted to the Youth Sports Office by deadlines posted on the website.
- Schools that do not submit payment by the given deadline, may have their account access restricted until payment is received.
- Notify the Youth Sports Office at least thirty-six (36) hours in advance of all forfeited contests. Teams that forfeit will be charged a \$25.00 forfeit fee for each occurrence.

To be signed and returned to the Youth Sports Office at, MPS Central Services, Room 163 or youthsports@mkerec.net by September 6, 2024.

Sports Coordinator Name (Printed)	School Name	Today's Date
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Sports Coordinator Signature	Email Address	Cell Number
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