

Recreation liaison guidelines

Created by Victor Cioni and Beth Uporsky

Congratulations! You have volunteered to be a liaison to a given recreation sport/event as part of the Washington Borough Recreation. Being a liaison is a very important role as you serve as an intermediary between the parents/coaches and the Recreation Committee. You do not need to be an expert at the given sport or event to which you are a liaison to, rather as a representative of the Committee you must act as a point of contact to anyone that has an issue, concern, or even a new idea for that given sport or event.

Liaison role:

As a liaison you will be expected to take complete ownership of that sport or event and do whatever is required to have a successful season/event. Part of this ownership is to provide a complete and detailed report (written, verbal or both) to the Recreation Committee at each meeting as relevant.

Communication:

Communication is the most important role of a liaison. Initial communications should be sent out via email, to the members of the previous 2 calendar year sports/events/team(s) instructing them:

- Current signup forms are available for download off the Borough Recreation Page
- When the signup registration deadline is
- What the current year fee schedule is and what the late fees are
- Where and how they can submit their applications
- Your contact information so that they, or anyone else, can reach you with questions.
- Communication with your coaches of all teams, if applicable, at least once a week for a status or to see if there are any problems or concerns that need to be addressed by either yourself or the recreation Director.
- Communication with all parents of your sport. Once registration has been received and fees have been paid, the Recreation Secretary will provide you with a master contact list of all parents/guardians names, addresses, phone #'s, secondary contacts, and email addresses.
 - At a minimum, the liaison will email these adults/parents/guardians when the master list has been received and confirm registration(s) as well as provide your contact information so that they may reach you with questions.

- Communication with your referees, if applicable, to ensure they have been properly paid, know their schedule, ascertain if there are any type of conflicts or to see if they have any concerns/questions.
- At the conclusion of the season the liaison will also send an email out to the participants (Adults/Parents/Guardians) thanking them for their participation in our recreation program and what, if anything, can be done better the next year. The liaison will take these comments/recommendations and present them to the Recreation committee in a written summary to be included in the minutes.
- Lastly, any email communication must, at a minimum, be also sent to the Recreation Director, recreation Secretary and Recreation chairperson. This is for auditing purposes.

Schedules:

The liaison will work in conjunction with the team coaches to create a schedule for that season. The schedule must be completed, approved and submitted at least 4 weeks prior to the start of the season. All field/court reservations, if applicable, must be made at least one month in advance through the Borough field reservation webpage (again, working in tandem with the applicable team coaches).

The completed schedule must be communicated out to all sport participants (Coaches/parents/guardians or adults) at least 2 weeks prior to the start of the season.

Guidelines:

It is important for each liaison to research any league rules and guidelines for their sport (if applicable). This would include Coaches certifications required, equipment required, etc. Links to these leagues should be provided under the specific sport in the manual as a reference.

Refer to each sport in the manual for more detailed information: