



# **YOUTH SPORTS**

# **Commissioner Handbook**

## **For Commissioners**

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## Introduction

The Department of Recreation and Parks would like to welcome you as a commissioner for your organization! We sincerely hope that this season is enjoyable and provides a worthwhile athletic experience for you and your organization's athletes.

This handbook was designed to help you know and understand the basic rules, policies, and expectations set forth by the County. We ask all commissioners to review this handbook's contents and use it as a resource to answer your questions as the season progresses. Information contained within this handbook is reviewed periodically by the Athletics Staff and is intended to be a general guideline for you and is subject to change.

We wish you the best, and we challenge you to accept the numerous opportunities offered to you with an open mind, a clear purpose, and a determination to succeed. We appreciate you and all the volunteers who make our programs run smoothly, and welcome your participation.

Have a great season, and remember that what you contribute to your activities will determine a large part of what you derive from them.

Sincerely,

Anne Arundel County Department of Recreation and Parks

## **Your Role as a Youth Sports Commissioner**

Provide leadership and supervision to coaches of your organization's teams registered in Anne Arundel County sports leagues, including but not limited to lacrosse, football, field hockey, soccer, volleyball, basketball, and cheerleading.

Your responsibility to your chosen sport could include, but is not limited to:

- Ensure that all coaches and volunteers abide by County, Departmental, and sport rules and regulations
- Recruit coaches
- Plan, organize, and supervise the placement of athletes onto teams
- Plan, organize, and distribute practice times to each of the organization's teams
- Plan, organize, distribute, and collect uniforms and equipment
- Attend various organizational meetings with Recreation and Parks
- Work with Recreation and Parks to ensure that each coach and assistant coach has been subject to and passed an Anne Arundel County background check
- Field questions, concerns, praise, and complaints from the Organization, parents, and citizens
- Work with coaches to organize end-of-season banquets (if applicable)
- Work with coaches to schedule team pictures for each team (if applicable)
- Performs related tasks as designated by your Organization
- Familiarize yourself with the Recreation & Parks [Guidelines and Reference Manual, Organized Sports](#) rules section.

Organizations/Individual administrators and coaches are responsible for paying for their criminal history record checks. A list of approved administrators and coaches is available on the Recreation and Parks website ([Active Volunteer Report](#)). If a name is not listed, the coach may not be allowed onto the field with players. It is recommended that the background check procedure be initiated at least three (3) weeks before the beginning of practice and games.

We thank you for assuming this role, and your ability to work well with other adults and children of various ages is paramount. You will need to have some knowledge of computer software (i.e., an internet browser, Microsoft Excel, and Word), an active email address, and advanced knowledge of department and sport-specific rules, policies, and regulations.

Your time commitment varies depending on the number of teams your organization places in the leagues, and how many various sports, organizational, and Recreation and Parks meetings there may be during the year.

## **Coaches Association Affiliation**

Several coaches' associations in Anne Arundel County serve as governing bodies alongside the Department of Recreation and Parks for various sponsored leagues. The Association works as an extension of the Department of Recreation and Parks to improve the quality of their respective sports for the County.

The Association functions in an advisory capacity and works with departmental staff in overseeing County sports. This oversight may include, but is not limited to:

- Recommending League Rules
- Setting Up Age Divisions and Levels of Play
- Monitoring Games
- Coordinating Events

When requested by the departmental staff, Associations may assist with fact-finding regarding an unsportsmanlike incident or other disciplinary matters, while still adhering to the set of bylaws and guidelines prepared by the Department. Any organized event conducted by an Association is subject to the approval of the Department. These events include tournaments, clinics, out-of-season leagues, all-star games, competitions, etc, and require the submission of a [Special Event Form](#) and may incur additional fees.

While all commissioners of County organizations in good standing are encouraged to participate in County meetings, votes, etc., joining and participating in specific organizations is not mandatory.

## Commissioner Registration Checklist

- Background checks for all Coaches
  - The Recreation and Parks Department provides a [Background Screening Policy](#) via the Recreation and Parks website.
- Concussion Forms (Completed electronically via the Parent Portal once a player is rostered, and hard copies are kept by the organization)
- Player Contracts (Completed electronically via the Parent Portal once a player is rostered)
- Coaches' Pledges for all coaches (completed electronically when a coach logs into the [Team Sports Portal](#) each season)
- Field Availability
- Payment for AA County league registration fees (check, money order, credit card, or cash)
- Payment for officials' fees (sport-specific)
- Roster for each team in the Organization (each player listed must have a Player Contract on file)
- Printer rosters for teams to be presented to the opponent before each game

There is a Commissioner/Administrator Help guide at the end of the document to assist with the completion of team registrations.

## **Coach, Athlete, and Parents Meeting (CAP)**

Per the County [Guidelines and Reference Manual](#), ALL head coaches are encouraged to hold a Coach, Athlete, and Parent (CAP) meeting before the beginning of the season, at which time the Parents' Pledge should be fully discussed.

### **Why?**

1. Affirms the goals and objectives of the coach and league.
2. Allows the coach the opportunity to find those parents interested in helping out with the team (i.e. beverages, assistant coaches, phone chain, end-of-season party planners, etc.)
3. Create an opportunity for the coach to share his/her ideas on coaching, and participating from the beginning (i.e., responsibilities of the players, sportsmanship, practices, etc.)
4. Chance for the coach to review the rules for the game with parents.
5. Creates an open line of communication for parents.

### **When?**

It is recommended to have your parent meeting 15 – 20 minutes prior to your first practice. However, whenever the coach can get the majority of the team's parents or guardians together is just fine.

### **What?**

Some things that can be covered, distributed, shared, or reviewed:

1. Coach's phone number and email address.
2. League playing rules.
3. Any possible Sign-up sheets for such duties as: beverages, party planners, team moms, phone chain start, etc.
4. Players' health issues that might affect his/her participation.
5. Game cancellation number and procedure

## **Certifications**

The Department has moved to an online process for coach certification (<https://www.aacounty.org/services-and-programs/coaches-certification>)

Volunteer Background Consent/Release Form (<https://www.aacounty.org/services-and-programs/volunteer-background-check>)

Any adult (age 18 and over) with care and custody of a child and recognized by a Recreation/Sports Association as a prospective volunteer/coach is required to submit the following documents to the [Team Sports Portal](#) (partial/incomplete submissions will not be accepted):

### **NAYS FREE Coaches Training**

Any adult (age 18 and over) with care and custody of a child and recognized by a Recreation/Sports Association as a prospective volunteer/coach is required to submit completion certificates for the courses listed as required.

There are many training courses through NAYS; however, Coaches are required to complete only those indicated as required. These courses are FREE and provide certificates at completion, which can be uploaded [Team Sports Portal](#) (partial/incomplete submissions will not be accepted). By clicking on the [NAYS FREE Coaches Training](#), you will be directed to the Anne Arundel County landing page for the required training courses.

- Bullying Prevention Training Certification **(required)**
- Concussion Training Certification **(required)**
- Sudden Cardiac Arrest Training Certificate **(required)**
- Mental Health and Youth Sports
- Protecting Youth Athletes for Coaches Training



## **Athletic Forms**

The department has several Google Forms available for use by commissioners and coaches to report incidents that may be observed during games.

### **Roster Protest**

Throughout the season, the subject of player eligibility arises. Therefore, the Athletics Division has created a [Youth Athletics Player Protest](#) Form. This form should be completed and submitted by the commissioner with input from the coach.

The Department shall apply the Player Eligibility Rules in such manner as the Department and its sports supervisors deem appropriate to uphold the spirit of such rules. The Department could impose sanctions, suspensions, or other corrective action as it deems appropriate under the facts and circumstances of noncompliance with the player eligibility rules. All coaches, players, and attendees are bound by any such application of the rules and corrective action imposed by Anne Arundel Recreation and Parks.

### **Sportsmanship Incident Report Form**

The behavior of players, spectators, and coaches is very important in Youth and Adult sports. The behavior on and off the field will set the tone of the game. Recreation and Parks cannot respond to incidents of poor or good sportsmanship until an official [Sportsmanship Incident Report](#) has been submitted. This incident report can be shared by the commissioner with anyone: Coach, Player, Players Official, or Spectator, attending a County game.

Once submitted, the report will be read and acknowledged by an Athletics staff member within 48 hours. If more information is needed, the Recreation & Parks staff will request such information.

When the Department reaches a plan of action, the accused individual(s), the commissioner(s), and the officials (if warranted) will be informed of the incident report and pending decision.

Any claims of inappropriate sportsmanship on this form are independent of an ejection of a player, coach, or fan by an official during a game. Ejections/cards/fouls are not to be reported with this form.

### **Examples**

The following are types of Inappropriate Sportsmanship (*regardless of any actions taken by officials or clubs*):

- Parent/Fan Sportsmanship - conduct toward players, opponents, or officials

- Offensive Language - confirmed ethnic, gender, hate speech, or other slurs; profanity; threats of violence, to name a few.
- False Representation - lying, changing jerseys to avoid suspensions, impersonating another player, impersonating or claiming to be an approved A.A. County Recreation and Parks Coach
- Intentional dangerous play on the field - multiple incidents regarding the same player or coach
- Fighting, Non-fighting ejection – Carded actions or ejections. These are outlined in the Guidelines and Reference Manual
- Repeated offenses - 3 or more, do not have to be for the same infraction, do not have to be in the same sport or same game.
- Recreation and Parks will review all reports on an individual basis and may rule differently based on the factors surrounding the report.

## TEAM SPORTS PORTAL

### Commissioner/Administrator Help

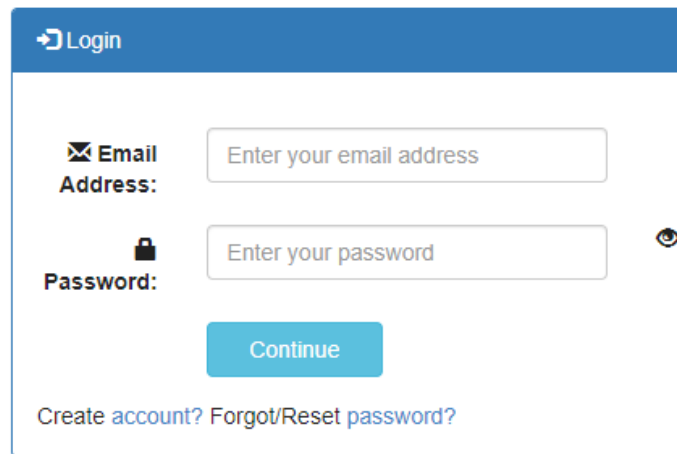
#### Overview:

##### **Commissioner/Administrator**

If you have not used the TeamSports Portal before, you will need to **create an Account**. If you have used the Portal or believe that an account exists for your email, please select **Reset Password**.....

**New Account:** Once you create the account and select your organization, you will need to select your role. The role should be Commissioner. Approval of this role will need to be done by staff at Recreation & Parks before you can proceed.

**Coaches'** accounts are created when the team is registered. Upon initial log-on, the coach should select **Forgot/Reset password link**.

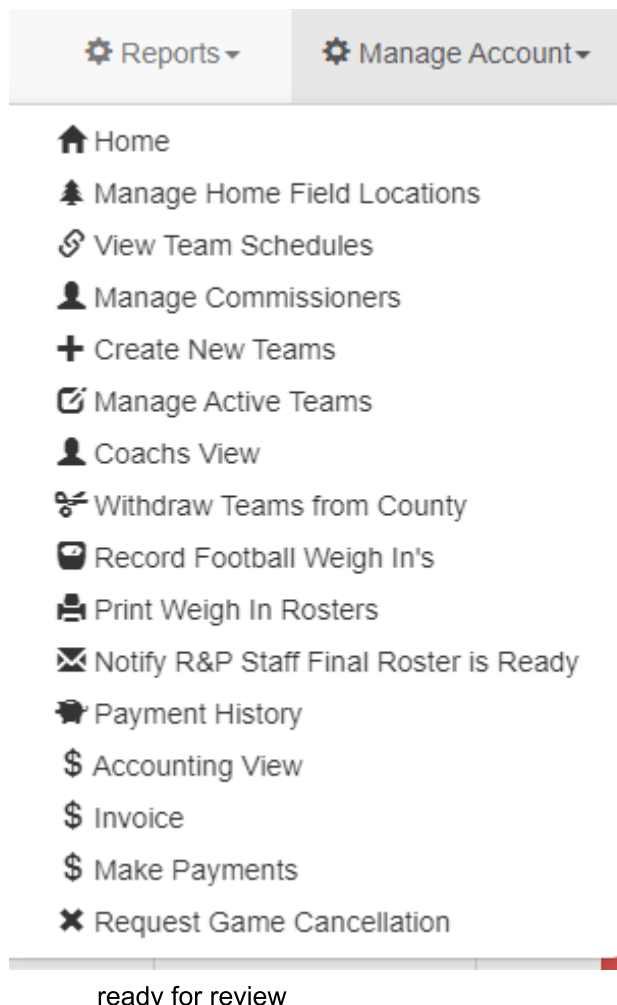


- Login Screen (two options) if you do not have an account or if you cannot remember your password
  - Create Account if you do not have an account
  - Forgot/Reset Password – If you do not remember your password
- **Have an Account:** Enter your email address & Password
- **NO Account:** Click the Create Account
  - Must have a **valid Anne Arundel County background check** on file to create a new account
  - Setting up the account, select the role you will be holding
    - **Commissioner/Administrators MUST wait for R&P to approve the account to continue**

- **Once the account is approved then you can log onto the Portal**
  - Enter your Email Address and Password
- If you are set up with multiple roles, select the role that you are using:
  - Coach
  - Commissioner
  - Administrator

**Manage Account** - Now that you are logged into the Team Sports Portal, there are several Options on the Main menu bar. Depending on your role, the **options** under **Manage Account** will vary.

The Manage Account tab offers many options:



**Manage Home Field Locations:** allows commissioners/administrators to list the home fields for county sports.

**View Team Schedules** – See all schedules for teams registered. Directs you to the RP Athletics Division page of the RP website.

**Manage Commissioners** – **ONLY** on the Administrator Login. Allows the addition/removal of commissioners and sports. If changes are made please be sure to notify the appropriate RP staff.

**Create New County Sports Teams** – add teams if registration is still open

**Manage Active Teams:** Allows a commissioner to work on teams that have been registered with the County

**Coaches View** – See the status of coaches' information (trainings/pledges/rosters), etc. Allows commissioners to actually select a coach and enter information for the team.

**Withdraw Teams from County** – enter a request to withdraw/drop a team – MUST be approved by RP Staff.

**Record Football Weigh In's** – for FOOTBALL ONLY allows commissioners/administrators to record results from Weigh Ins each season.

**Print Weigh-In Rosters** – for FOOTBALL ONLY. The roster is specific to the football program.

**Notify RP Staff Roster is ready** – send an email to the RP sports supervisor that a roster has been entered and is

ready for review

**Payment History/Accounting View/Invoice/Make Payment** - Financial records and payment options for league fees

**Request Game Cancellation** – Allows a commissioner to request a scheduled game to be canceled; however, RP staff does NOT have to approve.

## Manage Home Field Locations

**Manage Current Home Field Locations**

Add New Home Field

Edit?	Sport	Field Name	Field Nick Name	Notes	Times	Lights	Active
	Soccer Boys	Broadneck Park, Field A			Sat 9:00:00 AM - 6:00:00 PM	Yes	Yes
	Soccer Girls	Broadneck Park, Field A			Sat 8:00:00 AM - 5:00:00 PM	Yes	Yes

Home

This option allows the organization to add home fields for games by sport. Mainly informational at this time.

**View Team Schedules** - Link to the Athletics Landing page on the Recreation & Parks website

## Manage Commissioners (ADMINISTRATORS ONLY)

Displays a current listing of organizations' commissioners and the assigned sport.

Clicking on the blue box before the name will allow the Administrator to change the sports assigned to a specific commissioner

Clicking on the RED X in the Remove column will remove that person as commissioner.

Manage Commissioners						
Edit	Commissioner	Assigned Sports	Email	Phone	Status	Remove?
	Stace Oliver	Boys Lacrosse, Girls Lacrosse, Youth Field Hockey	dressage5@yahoo.com	301-996-5051	Active	
	Josh Curry	Boys Soccer, Girls Soccer	joshcurry11@gmail.com	443-306-8717	Active	
	Gary Micche	Boys Basketball, Boys Lacrosse 7v7, Boys Soccer, Girls Basketball, Girls Lacrosse, Girls Soccer, VolleyBall, Youth Field Hockey	gmiche@gmail.com	410-570-4265	Active	

## Create New Teams:

Create New Teams

Leagues Available

Youth and Adult Sports Leagues

Sport: 

-Select-

Cancel

- Create New Teams Screen
  - Select the Sport
  - Select the Season
  - Click Continue
- How Many Teams Screen
  - Select the number of teams wanted per age group - leave zero (0) for no teams wanted in that age group
  - Click the **Continue** Button
- Team Information Screen
  - Select the Skill wanted for that team
  - Indicate in-county or out-of-county (RP Staff can override)
  - Select the coach wanted for that team
  - Click the **+** button to start a search
  - Enter the last name to search for - enter a minimum of three letters
  - Enter the first name to search for - enter a minimum of one letter (the system does not have nicknames, ex, Joe vs Joseph)
  - Enter the middle name to search for - **optional**
  - Click the **Search** button
  - Scroll down the list to find the correct coach and click the **+** button to select that coach
    - *Contact Recs & Parks if the coach you are searching for isn't on this list*
    - *If a Coach's Background Check has expired, it will be highlighted in **red** and must be renewed before they can be selected.*
    - The coach's information will be added to the team information
    - **The Team Name can be changed**
    - Select if the team is located in Anne Arundel County or not
- Click the Save Teams button to save the current information on the screen
- Click the Save & Register Teams button to save the current information and go to the Register Teams with the County Screen.

**Manage Active Teams** - Bring up a listing of the current season's teams registered for the specific organization.

**Manage Your Teams** 50

Click the **Team Name** you want to manage

[Print](#)
[PDF](#)
[Excel](#)

Search:

Team Name	Coach	Team Information	League
<a href="#">BAYS 11U Kent</a>	Jerome Kent	2025 Spring Youth 11U Boys Basketball Skill Level: A	11U-AB
<a href="#">BAYS 12U Dupras</a>	Dan Dupras	2025 Spring Youth 12U Boys Basketball Skill Level: A	12U-AB
<a href="#">BAYS Al-Banna (BU11)</a> ⓘ	Reyadh Al-Banna	2025 Spring Youth U11 Soccer Boys Skill Level: Medium	BU11-Gold
<a href="#">BAYS Ascencio (GU10)</a> ⓘ	Juan Ascencio-Evia	2025 Spring Youth U10 Soccer Girls Skill Level: Low	GU10-Silver
<a href="#">BAYS Bennett (GU08)</a> ⓘ	Mark Bennett	2025 Spring Youth U08 Soccer Girls Skill Level: High	GU08-Yellow
<a href="#">BAYS Bennett (GU13)</a> ⓘ	David Bennett	2025 Spring Youth U13 Soccer Girls Skill Level: Low	GU13-Gold
<a href="#">BAYS Binner (GU11)</a> ⓘ	Erin Binner	2025 Spring Youth U11 Soccer Girls Skill Level: Low	GU11-Gold
<a href="#">BAYS Bray (BU09)</a> ⓘ	Robert Bray	2025 Spring Youth U09 Soccer Boys Skill Level: Low	BU09-Silver
<a href="#">BAYS Brown (BU18)</a> ⓘ	Doug Brown	2025 Spring Youth U18 Soccer Boys Skill Level: Medium	BU18-Blue
<a href="#">BAYS Brown2 (BU18)</a> ⓘ	Doug Brown	2025 Spring Youth U18 Soccer Boys Skill Level: Low	BU18-Gold
<a href="#">BAYS Camper</a> ⓘ	Susan Camper	2025 Spring Youth PeeWee Lacrosse Girls Skill Level: PeeWee 3rd/4th	PeeWee Mixed Tsumani

[Home](#)

Clicking on the team name will take you to the record for the specific team. This will show the current team Name and Head Coach, which are editable. Also will show any other modification requests that have been made for the particular team.

## Coaches View

Coaches View - Number of teams with coaches: 20 Number of teams without coaches: 0

Select Which Coach & Team to Manage 50

Coach's Dashboard	Coach	Coach's Pledge	Email Coach's Pledge Reminder	Training Courses	Team	Sport	Skill Level	Roster	Completed Roster Sent	Completed Forms	Incomplete Forms
<a href="#">Coach's Dashboard</a>	Adam Ramos	Completed	<a href="#">Send</a> <a href="#">Email</a>	Not Completed	BAYS Ramos (GU08)	U08 2025 Soccer Girls - League: GU08-Gold	Low	12 Players		24 Completed	0 Pending
<a href="#">Coach's Dashboard</a>	Akin Yurdagac	Completed	<a href="#">Send</a> <a href="#">Email</a>	Completed	BAYS Yurdagac (BU14/15)	U14/15 2025 Soccer Boys - League: BU14-15-Silver	Medium	15 Players		31 Completed	0 Pending
<a href="#">Coach's Dashboard</a>	Allison Murray	Completed	<a href="#">Send</a> <a href="#">Email</a>	Completed	BAYS Murray (GU08)	U08 2025 Soccer Girls - League: GU08-Gold	Low	11 Players		23 Completed	0 Pending
<a href="#">Coach's Dashboard</a>	Ashley Cully	Completed	<a href="#">Send</a> <a href="#">Email</a>	Completed	BAYS Cully (BU13)	U13 2025 Soccer Boys - League: BU13-Gold	Low	14 Players		28 Completed	0 Pending
<a href="#">Coach's Dashboard</a>	Billie Grant	Completed	<a href="#">Send</a> <a href="#">Email</a>	Completed	BAYS Grant (BU16)	U10 2025 Soccer Boys - League: BU16-Silver	Medium	10 Players		18 Completed	2 Pending
<a href="#">Coach's Dashboard</a>	Brendan O'Leary	Completed	<a href="#">Send</a> <a href="#">Email</a>	Completed	BAYS O'Leary (GU11)	U11 2025 Soccer Girls - League: GU11-Orange	High	14 Players	65/82/2025 - rpham30	28 Completed	0 Pending

Displays a listing of all coaches/teams currently registered by season.

The Commissioner can see a snapshot of the current status of each coach and their complete or incomplete requirements. In some cases, a reminder email can also be sent.

Signed Pledge

Training Courses

Team Name

Sport

Registered Skill Level (not necessarily where the team was placed)

# of players on Active Roster / completed forms for players / incomplete forms for players

Clicking on the blue box before the coach's name will allow the commissioner to access the specific team and see the schedule, and roster, and enter scores for that coach.

## Coaches Page

**TOP BOX:** This box shows the coach's upcoming games and the status of played games. The game will turn Red after it is played, and the coach can enter the score.

**Team:** BAYS Ramos (GU08) **League:** GU08-Gold **Sport:** U08 Soccer Girls **Head Coach:** Adam Ramos

### Schedule & Scores (8)

Season Starts: 03/28/2025 Season Ends: 06/08/2025

[Print League Sheet](#)

Team Name	Date	Day	Time	Location	We Were Home/Away	Our Score	Their Score	We Won/Loss
SCYA_GU8_Tolbert	03/30/2025	Sunday	01:00 PM	Belvedere Elementary School, Field 2	Home	2	0	Won
ASC Smith	04/06/2025	Sunday	12:00 PM	Pennisula Park (PAL), Field 2	Away	4	2	Won
BAYS Murray (GU08)	04/27/2025	Sunday	12:00 PM	Belvedere Elementary School, Field 2	Home	4	0	Won

### Scores Due (2)

[Record games scores](#)

Add Score	Team Name	Date	Day	Time	Location	We Were Home/Away
	Centro America FC	04/07/2024	Sunday	01:30 PM	Meade High School, Turf 2	Home
	NCA Rios Torres_1	04/21/2024	Sunday	02:45 PM	North County High School-Stadium	Away



**SECOND BOX:** Shows all of the teams in the league, Coaches' names, phone numbers, email addresses, the league standings, and a **live link to the opponents' rosters**.

Standings (Click the Team's name to see current roster)				County Sports Supervisor: Sue Hamilton rphami30@aacounty.org 410-222-2823		
Teams (10)	Wins	Losses	Ties	Coach	Phone	Email
<a href="#">SRYA MCCLANAHAN</a>	5	0	1	David Mcclanahan	410-570-3380	mccla21@yahoo.com
<a href="#">BAYS Brown (BU18)</a>	3	1	1	Doug Brown	410-303-4854	doubro75@gmail.com
<a href="#">BAYS Brown 2 (BU18)</a>	3	1	1	Doug Brown	410-303-4854	doubro75@gmail.com
<a href="#">ASA Ravens 07 (Meneses)</a>	3	3	0	Bruce Meneses	301-257-4783	BRUCEWB2000@GMAIL.COM
<a href="#">SRYA Landaverde</a>	2	0	3	Jose Landaverde	443-254-9993	joselandaverde32@gmail.com
<a href="#">A3_U18B_Adikicks_Curtis</a>	2	3	1	Gary Curtis	202-409-9417	grcurtis@gmail.com
<a href="#">ASA Griffins 07 (Eheman)</a>	2	2	0	William Ehemann	410-733-6951	ehemannwc@aol.com

**THIRD BOX:** Displays the selected team's specific roster.

- At the beginning of the season, Coaches and commissioners can **upload** their rosters. There will be a link **Upload** that can be clicked with instructions for completing.
  - To upload a roster, the **Sample Roster** provided under this tab **MUST** be used. DO NOT modify this form in any way.
  - Edit Roster – allows you to manually enter the roster information
- Red Player Forms** = Shows player information and whether or not the player contract and concussion form have been completed. Coaches and commissioners can send emails to parents to remind them to complete.
- Print Roster = Is a printable option to print rosters for games. Displays the player's name and jersey #. If a player or coach is suspended, that will be displayed here as well.
- View Roster = allows players and player information to be entered manually

Roster (12)				Player Forms	Sample Roster	View Roster	Print Roster
Last Date To Create or Edit Rosters: 05/10/2025							
First Name	Last Name	Suspended?	Jersey #				
Aubree	Favuzza	N	3				
Charlotte	Fryer	N	2				
Mila	Kerr	N	58				
Ruby	Lantz	N	6				
Claire	Lundgren	N	40				

**BOTTOM 2 BOXES:** Displays the Assistant Coaches and Team Volunteers.

Assistant Coaches (0) ⓘ		
<a href="#">Add/Edit Assistant Coaches</a>		
First Name	Last Name	Phone

Team Assistants (0) ⓘ		
<a href="#">Add/Edit Team Assistants</a>		
First Name	Last Name	Phone

**Assistants** = Displays the names of any assistant coach assigned to the team

- Click the Add/Edit Assistant Coaches - allows for new Assistants to be added or removed. Same guidelines apply here as did when adding a head coach.
- These people will be displayed on the printed roster.

**Team Assistants** = Displays the name of any other team **volunteer** who is assigned to the specific team. These names ARE NOT printed on the roster, and these people should not be on the bench or sidelines.

BOTH Assistant Coaches and Team Assistants **MUST** have a completed Anne Arundel County Recreation & Parks Background check.

**Work on Current Unregistered Teams** (Only available if there are incomplete team Registrations)

Select the session you want to work on:

2022 Fall Boys Basketball

Cancel

- Select League Screen
  - Click the league you want to work on
- Team Information Screen
  - Select the Skill wanted for that team
  - Select the coach wanted for that team
    - Click the **+** button to start the search
    - Enter the last name to search for - enter a minimum of three letters
    - Enter the first name to search for - enter a minimum of one letter
    - Enter the middle name to search for - optional
    - Click the **search** button

- Scroll down the list to find the correct coach and click the **+** button to select that coach
  - *Contact Recs & Parks if the coach you are searching for isn't on this list*
  - *If a Coach's Background Check has expired, it will be highlighted in **red** and must be renewed before they can be selected.*
  - If the coach is cleared, the coach's information will be added to the team information
  - **The Team Name can be changed here as well**
  - Select if the team is located in Anne Arundel County or not
- Click the Save Teams button to be able to save the current information on the screen
- Click the Save & Register Teams button to save the current information and go to the Register Teams with the County Screen.

### Manage Active Teams

Allows commissioners/Administrators to make changes to;  
Coaches  
Team Names  
Add team notes

The lowercase **i** in the black circle indicates that a change was made to that particular team.

### Manage Your Teams 83

Click the **Team Name** you want to manage

Print

PDF

Excel

Search:

Team Name	Coach	Team Information
10U BAYS Knowlton Lions ⓘ	Amia Knowlton	2025 Fall Youth 10U VolleyBall Skill Level: Even
14U BAYS Baxter Warriors ⓘ	Evan Baxter	2025 Fall Youth 14U VolleyBall Skill Level: 14U-B
17U BAYS Kramer/Waudby ⓘ	SCOTT KRAMER	2025 Fall Youth 14-17 VolleyBall Skill Level: Even
BAYS ADAMS ⓘ	DANIEL ADAMS	2025 Fall Youth 12U VolleyBall Skill Level: Even
BAYS Al-Banna (BU11) ⓘ	REYADH AL-BANNA	2025 Fall Youth U11 Boys Soccer Skill Level: Medium

Created: June 2025

Clicking on the team name will display the information for the particular team and any changes that were completed.

Click <i>Team Name</i> , <i>Coach</i> or <i>Team Notes</i> to make changes:			
Team Name	Coach	Team Information	Team Notes
10U BAYS Knowlton Lions	Amia Knowlton	2025 Fall Youth 10U VolleyBall Skill Level: Even	No Current Team Notes ⓘ

Team History: ⓘ

2025 Fall Youth 10U VolleyBall Skill Level: Ev

If you want to cancel a pending Coach Name change request, click the Coach Name Status:

Print PDF Excel

Search:

Change Request Date	Who requested	Original Team Name	New Team Name	Team Name Changed Date	Original Coach	New Coach	Coach Name Status	Old Team Notes	New Team Note
08/02/2024	MATTHEW JARVIS	BAYS_10U_JARVIS4	BAYS Team Wishard Lions	08/02/2024					
08/12/2024	MATTHEW JARVIS	BAYS Team Wishard Lions	BAYS WISHARD	08/12/2024		JUSTIN WISHARD	Approved		
08/12/2024	MATTHEW JARVIS	BAYS WISHARD	BAYS Wishard Lions10U	08/12/2024					
08/25/2024	MATTHEW JARVIS	BAYS Wishard Lions10U	BAYS Knowlton Lions10U	08/25/2024					
08/29/2024	MATTHEW JARVIS	BAYS Knowlton Lions10U	BAYS Knowlton	08/29/2024	JUSTIN WISHARD	Amia Knowlton	Approved		
08/29/2024	MATTHEW JARVIS	BAYS Knowlton	10U BAYS Knowlton Lions	08/29/2024					

Clicking on the coach's name or team name in the top box will prompt you for the change/update. The bottom box shows the request and the status.

## Withdraw Teams From the County

Displays the County withdrawal/refund policy for Team Sports.

Displays a listing of the teams.

Click on the Withdraw box. You will be prompted for information before the withdrawal request is submitted.

Please fill out this request form for each team you wish to withdraw

### General Withdraw Information

- General Withdraw Information
- You must submit the withdrawal request form below or an email outlining the following: Sport, Organization, reason for withdrawal, age bracket and coaches name in order for your team withdrawal to be processed.
- 100% refund of the league fee for teams that drop four (4) business days or less after the league organizational meeting/registration deadline.
- No refunds after league schedules have been posted on the departmental website.
- Upon completion of 60% of regularly scheduled games, no reimbursement will be given for games affected by inclement weather.

If the withdraw request has already been processed and you want to cancel it, you must contact the Organized Recreation & Athletics Division to do so.

Available teams to request a withdrawal.

Withdraw	BAYS White (Sticklettes)	2025 Fall Youth Youth Field Hockey Sticklette Skill Lvl: Sticklette K/1st/2nd (Mixed) Coach: Michelle Zitofsky
Withdraw	BAYS White (Pee wee)	2025 Fall Youth Youth Field Hockey PeeWee Skill Lvl: PeeWee-3rd Coach: KARISSA DODSON
Withdraw	BAYS Red (Sticklettes)	2025 Fall Youth Youth Field Hockey Sticklette Skill Lvl: Sticklette ALL K Coach: Lauren Heier

When you select a team to be withdrawn, you will need to enter a reason for the withdrawal. **RP Staff will then need to approve or deny the withdrawal for it to be processed.**

## **PAYMENTS**

### **PAYMENT HISTORY**

Allows users to view payments that have been recorded by;

Transaction Date Range = Click the search box and select the date range to be displayed

Show by Sport = Click the [Show by Sport](#) box to refine the search by sport

Payments are recorded for EACH team registered for a particular sport.

### **ACCOUNTING VIEW**

Will display a listing of fees due to Anne Arundel County Recreation and Parks for the current sports season/current that are outstanding

- Clicking the Show All Seasons option will show everything outstanding

This report can be exported to PDF / Printed / Excel.

### **INVOICE**

Will display an invoice for the OUTSTANDING fees due. There is an option to Print This Page (Top right) if needed.

### **MAKE PAYMENTS**

Allows Commissioners and Administrators to select the payments you wish to make.

- Top Left – **Select All** Payments = Toggle the No/Yes box if you do not want to pay everything

**OR**

- Go to the Individual boxes and toggle them to **No/Yes**

Click the Continue Payment Process

You will be directed to an information Page. Clicking Submit indicates you read and understand the policies

You will then be directed to a third-party vendor page where you can enter payment information.

**THIS PAGE DOES NOT RETURN TO THE PORTAL.**

## YOUTH FOOTBALL SPECIFIC OPTIONS

Commissioners, Administrators, and Coaches can enter the weigh-in results for their youth football teams. HOWEVER, the first step is to upload/enter your team's roster. NO ROSTER NO RESULTS can be entered. The actual roster for football is **different** than other sports but the process to set them up is the same.

Player Name  
DOB  
Parent Email  
Jersey Number

### Print Football Weigh-In Rosters

Before each published weigh-in, commissioners should go into the Portal and print the Weigh-In Rosters for each team

**Print Football Weigh In Rosters**

No

Yes

Select All Teams?

<div><div>No</div><div>Yes</div></div>	OMYA Ballard (0 players) - American League 1	<div><div>No</div><div>Yes</div></div>	OMYA Ballard01 (0 players) - American League 1	<div><div>No</div><div>Yes</div></div>	OMYA TEST TEAM (2 players) - American League 1
--	---	--	---	--	---

Cancel

Changing the **Select All Teams** to Yes will allow printing of all team rosters. **Click** Submit. This will create a PDF of the roster(s) to be printed.

**SPORTS SUPERVISOR**

Victor Mickel  
Sue Hamilton  
410-222-7865 rpmick90@aacounty.org

**2026 YOUTH FOOTBALL  
TEAM ROSTER AND WEIGH-IN FORM**



**Old Mill Youth Association - OMYA TEST TEAM**

SPONSORING ORGANIZATION / TEAM

**Name: Ballard, Demetrius Email: omyadirector@yahoo.com Phone: 443-721-0535**

**HEAD COACH INFORMATION**

I hereby acknowledge receipt of the Department of Recreation and Parks Organized Sports Manual and the Youth Football Rules of Play and agree to abide by the policies and provisions therein contained. Participation on the team is voluntary and Anne Arundel County, its employees, and agents assume no responsibility for any injuries sustained by myself or others. All assistant coaches are listed on the reverse side of this Team Roster. Only these individuals and no others will be given authority and responsibility to instruct the team. I hereby assume the responsibility for the eligibility of all players listed on my Team Roster. I have checked birth certificates, had each player sign a player contract and secured the necessary release forms where needed.

07/31/2027

HEAD COACH SIGNATURE

CERTIFICATION NO.

DATE OF BACKGROUND

**League / Division: American League 1**

	First Name	Last Name	Jersey #	1st Weigh In	2nd Weigh In	3rd Weigh In	T2T
1	Johnny	Smith					
2	Jones	Sam					

Anne Arundel County Department of Recreation and Parks - 1 Harry Truman Parkway, Annapolis, MD 21401

Phone (410-222-7865) Fax (410-222-4120) - [www.aacounty.org/recparks](http://www.aacounty.org/recparks)

Date Printed: 06-18-2025 5:10 PM

Three copies of this form should be printed and brought to the Weigh-In. Recreation and Parks staff will record the required information and send you home with the information for you to update in the Team Sports Portal. This information should be updated before the next weigh-in.

**Record Football Weigh In**

- Select the league
- Select the team
- Enter/Select the date of the weigh-in

### Football Weigh In

League: 
Team: 
Weigh In Date:

Cancel



The team roster that was printed for the weigh-in will pop up.

- Go to the Weigh-In you are entering results.
- Click the drop-down arrow and select the matching results for each player listed
  - M-W = MADE WEIGHT (use for Photo ID ONLY as well)
  - D-N-D = Did not make weight
  - T/T = Tackle to Tackle (adds the T2T to the next box)
  - Absent = not weighted in

	1st Weigh In	T2T
	- Sel ▼	
	- Sel ▼	

- Select -

M-W

D-N-W

T/T

Absent

- When you have entered everything, click Save
- EVERY player listed will need an action
- These steps will be repeated for each weigh-in scheduled for the season.
  - 2nd and 3rd weigh-ins will display the results from the prior weigh-ins and cannot be altered.
- Results will need to be entered after each weigh-in for rosters to be received and accepted.

#### **Notify R&P Staff Final Roster is Ready**

After the final weigh-in results have been entered, the commissioner should choose this option so that the appropriate Recreation & Parks Supervisor is notified that Rosters are complete and can be **Stamped** (acknowledged) that they have been reviewed and accepted.

Once this is completed, the Recreation & Parks staff will review the roster and results. If there are any questions, the commissioner will be contacted to resolve the issue.

Once the Recreation & Parks staff receive the roster, the printed copy from the portal will display in red the received date and the initials of the Recreation & Parks staff who received it.