



5th & 6th Grade Field Coordinator Contract
2011

All coordinators will remember that they are representatives of the Youth Sports Foundation and it is their job to ensure that the programs are run in a manner consistent with the policies of the YSF. All programs are **instructional leagues**: this means that parents are signing their child up to learn the fundamentals of the sport while having fun. It is your task to make sure that coaches are abiding by all YSF rules of conduct and that players and parents are following the YSF Code of Ethics at all practices and game times.

* The coordinator fee is to be determined by the YSF directors to their discretion.

*The YSF Field Coordinator is a seasonal job.

Skills and Qualifications:

- Must be 18 years of age or older.
- Must be a high school graduate or G.E.D. equivalent.
- Must have knowledge of the sport they are hired for.
- Must be able to communicate effectively with parents, players and all representatives of the YSF staff
- Must attend YSF Certification Training
- Must agree to an Iowa **Criminal History check**.

Job Responsibilities:

- Coordinators will attend and assist with their town's registration.
- Coordinators will help with handing out and return of equipment.
- Coordinators will be in charge at the practice field and at their home game site.
- Coordinators will attend all coaches meetings and rules committee meetings and yearly coordinator meeting.
- YSF town contracts and Field Coordinator Contracts will be signed at initial registration and returned to YSF office by the YSF representative present at the registration.
- **It is the responsibility of the coordinator to provide team rosters (include jersey numbers) to the YSF office by Friday, September 2nd.**
- **A player should not be on the team roster and participating if the YSF office has not received the registration form, signed waiver and payment.**
- **It is the coordinator's responsibility to get updated player weights into the YSF office prior to the first game. Information will be supplied to each town coordinator for players affected by the weight rule.**
- **It is the responsibility of the coordinator to make sure the YSF office receives team picture by the first game. We require a team photo for the YSF website.**
- If they are the host town, all coordinators will make sure that the field or facility is ready and officials are present. They are also responsible for adequate water, ice and first aid supplies.
- Host town coordinators must make sure that a staffed emergency vehicle or first responder is present.
- If a coordinator chooses to attend an out of town game with their team (s) participating, it becomes their responsibility to handle problems only with their team.
- If the coordinator from the visiting team is not present then it is the responsibility of the **home coordinator** to take charge when the problem arises.
- In inclement weather, the coordinator may call a game/meet if they decide that the situation is potentially dangerous to the players. In YSF football it is also to their discretion to change the running of the clock to make the game move faster (both head coaches will be informed).
- Coordinators will take care of all parent's and player's problems at practice and at game times. Follow thru by filling out an accident/incident report and turn it into the conference coordinator (if applicable).
- If they are present when the incident/accident occurs, all coordinators will sign-off on the forms.
- All coordinators will be on hand at their sport's season finale, and may be asked to assist.
- **All town coordinators are to fill out a completed yearly inventory sheet and return it to the YSF office- by December 2nd 2011 in order to receive their coordinator compensation.**
- As a representative of YSF all coordinators should work together as a team and retain the philosophy of this organization.

Signed _____ Date _____
Applicant Print Name

YSF Community Town Name _____ Game Site (please provide a physical address): _____

Game Site (please provide a location and physical address): _____

Signed _____ Date _____
YSF Representative