



# OXFORD HILLS

*Athletic Boosters*

Click here to enter date

Click here to enter Name

Click here to enter Address Line 1

Click here to enter City, State, ZIP

Re: Click here to enter Subject

Dear Click here to enter Name,

Thank you for offering your time and energy as Program Coordinator of our [program name] program! Please read and sign the enclosed Contract with Oxford Hills Athletic Boosters Association.

Should you have any questions that are not answered by the information enclosed, please contact the OHABA President, Ed Follette, at 515-3475 or at [ohboosters@msad17.org](mailto:ohboosters@msad17.org).

Best Regards,

*Ed Follette*

President, Oxford Hills Athletic Boosters

EAF/kmr

## Oxford Hills Athletic Boosters Association Program Coordinator Contract

This agreement (“the Contract”) is made between [Click here to enter text.](#) (“the Program Coordinator”) and Oxford Hills Athletic Boosters Association (“Boosters” or “OHABA”). Both parties agree to the following:

- A. The Program Coordinator desires to oversee the Boosters [Click here to enter text.](#) program (“the Program”).
- B. The Program Coordinator is at least 20 years of age.
- C. Subject to the terms and conditions of this Contract, OHABA desires to retain the services of the Program Coordinator, for the Term set forth below.
- D. In addition to the terms and conditions of this Contract, the Program Coordinator agrees to adhere to OHABA Policies and Procedures as outlined on OHABA’s website.
- E. Before this Contract is binding the Program Coordinator must pass a criminal background check conducted by the Oxford Hills School District (“MSAD #17”). If the Program Coordinator fails to pass background check, this Contract shall be null and void.

**NOW, THEREFORE**, in consideration of the promises, the mutual agreements set forth below, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Term of Contract.** This Contract begins on [Click here to enter a date.](#) and ends on [Click here to enter a date.](#) (“the Term”).
2. **Governance.** The Program Coordinator is governed by and shall report to the Board of Directors of OHABA.
3. **Conduct and Compliance.** During the Term of this Contract, the Program Coordinator agrees to:
  - a. **Conduct.** Use his or her best efforts to support the success and reputation of OHABA, and set, promote, and enforce, by his or her individual example and otherwise, the highest standards of leadership, fair play, and good sportsmanship by OHABA coaches, student athletes, parents, and spectators, which may involve removing, or authorizing the removal of, unruly spectators from Boosters sponsored events.
  - b. **Compliance.** Comply with all of the rules and regulations of OHABA and of MSAD #17, and promote and enforce compliance with those rules and regulations by Program participants. The Program Coordinator agrees to abide by the OHABA Code of Conduct and convey those expectations to players and parents such that they also abide by the Code of Conduct.
  - c. **Reporting.** Within 24 hours, report to the OHABA Board of Directors on all issues or problems that arise with respect to the conduct or compliance of the Coaches, the Team, any individual member of the Team, or parent of a player.
4. **General Requirements.** The Program Coordinator shall make a reasonable effort to remain available for, and respond promptly to, the OHABA Board of Directors, coaches, players, and parents. The Program Coordinator must have regular access to basic tools needed to carry out communication and administrative duties, including a telephone and computer. Computers should be equipped with internet access and standard software with spreadsheet and word processor capabilities.
5. **Position and Primary Duties.** During the Term of this Contract, the Program Coordinator agrees to oversee the Program and perform all of the duties and services necessary and normally associated with that position, including, without limitation, the following:
  - a. **Program Co-Coordinators and Town Coordinators.** The Program Coordinator may appoint a Program Co-Coordinator and/or Town Coordinators for individual towns, if needed.

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- b. **Teams and Coaches.** The Program Coordinator, in conjunction with the Co-Coordinator or Town Coordinator, if applicable, will establish an appropriate number of teams and obtain Volunteer Coaches for all teams such that equitable playing time and attention is given to all student athletes. Coaches must annually complete and submit a Volunteer Coaching Application to the Program Coordinator in order to be considered for the position.
- c. **Background Checks.** The Program Coordinator will ensure that all Town Coordinators and Coaches have criminal background checks annually in accordance with the guidelines set forth by MSAD #17. The background check must be performed before Coaches have interaction with student athletes. Background checks should be initiated using our [online form](#), or by using our downloadable [Background Check – Bulk Request](#) template if multiple checks are being requested.
- d. **Practices and Games.** The Program Coordinator agrees to oversee the scheduling of games and practices. The number, duration, and content of those practices and games will be determined by the Program Coordinator in the best interests of the Program.
- e. **Gym and Field Use.** The Program Coordinator must schedule gym and field time for regular season and playoff games using the approved [Facilities Use form](#). Gym and field availability is usually limited. Should requested gym or field times no longer be needed, the Program Coordinator shall promptly cancel their request.
- f. **Referees / Officials.** The Program Coordinator shall schedule and communicate arrangements regarding said scheduling of referees or officials for scheduled games to Town Coordinators and/or Coaches. See below for more information regarding **OTHER STIPENDS AND PAYMENTS**.
- g. **Budget and Financial Reports.** The Program Coordinator shall submit a proposed budget no later than the first Boosters meeting of their Program’s season, or [Click here to enter a date](#). The Program Coordinator shall submit a final budget report no later than the last Boosters meeting of their Program’s season. Purchases outside of the proposed, approved budget should be discussed with and approved by the OHABA Board of Directors and/or members.
- h. **Coach Information.** The Program Coordinator shall submit a complete list of Coaches, including contact information, to the Board of Directors. In addition, the Program Coordinator shall submit a copy of all Coaching Applications to the Secretary.

**6. Other Duties.**

- a. **Parent Communication.** The Program Coordinator agrees to make every reasonable effort to ensure that clear and regular communication exists between the Program and the parents of players, including, without limitation:
  - i. A parent meeting at the start of the season is strongly encouraged.
  - ii. Schedules of games and practices, including any cancellations or updates, must be provided to parents at the earliest possible date.
  - iii. Coaches’ names and contact information must be provided to parents at the earliest possible date.

Recommended communication methods include, but are not limited to:

- **Program Facebook page.** It must be clear that the Program is part of Boosters. Contact information for Coaches should be provided.
- **OHABA website.** Update program page; send mass emails and text messages.

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- **Flyers and Newsletters.**
  - **Mass texting apps**, such as Remind™, are also permitted.
- b. **Boosters Meeting Attendance.** Program Coordinators are expected to attend Boosters meetings leading up to and during their season. Meetings are held on the second Wednesday of every month, excluding July, unless indicated otherwise. Meetings are an opportunity to check in with members about the season, ask for assistance, discuss problems, get ideas, turn in deposits, turn in invoices, pick up checks, make changes to the proposed budget, etc.
- c. **Equipment and Uniforms.**
- i. Equipment and uniforms must be inventoried at the beginning and end of the season. If more equipment or uniforms need to be purchased, it should be reflected in the proposed budget and accurately tallied in the final budget report.
  - ii. It is the Program Coordinator's responsibility to give equipment to the Town Coordinators and it is the Town Coordinators' responsibility to pass equipment along to Coaches. Boosters-owned equipment and uniforms should be returned in the same manner. End of year inventory should be submitted with the final budget report to be held in the Secretary's file. The value of any discrepancies between the beginning and ending equipment and uniform inventories will be deducted from the Program Coordinator's Stipend. See below for more information regarding **COORDINATOR STIPEND**.
  - iii. Purchases should be made locally whenever possible and only by the Program Coordinator with approval of a board member if outside the approved budget. A list of recommended vendors is available on the Coordinator Resources section of our website.
  - iv. For safety reasons, OHABA policy prohibits students' names from being printed on shirts and jerseys.
- d. **Team Photos.** Team photos should be offered during the season. The Program Coordinator shall contact a photographer to set up times for all teams and communicate details to Town Coordinators and/or Coaches.
- e. **Website.** OHABA's website is at [www.oxfordhillsathleticboosters.org](http://www.oxfordhillsathleticboosters.org). Program Coordinators are automatically granted admin access privileges and are encouraged to maintain their own pages within the Boosters website. Upon request, Coaches may be granted special access privileges to add information, pictures, announcements, etc. to their Program's webpage. Access privileges can be requested by emailing [ohboosters@msad17.org](mailto:ohboosters@msad17.org).
- f. **Middle School Interaction.** Work with Middle School and High School coaches as appropriate to benefit the overall district sports program.
- g. **Travel.** The Program Coordinator agrees to travel to games, tournaments, and other Program-related activities for which travel is necessary or appropriate. OHABA has no obligation to reimburse the Program Coordinator for travel costs and expenses.
- h. **Training and Meetings.** The Program Coordinator shall attend all meetings, training seminars and clinics, if any, required by OHABA. OHABA shall inform the Program Coordinator of any such required meetings or seminars at least 30 days in advance.

**7. Registrations.**

- a. **Process.** Online registrations are preferred whenever possible. In-person registrations shall be held at the dates, times, and locations published by OHABA. The Program Coordinator must schedule

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person(s) available to represent their Program’s registration table during the specified times. OHABA will provide registration forms. Program Coordinators are responsible for manually entering all paper registrations into the online registration system.

- b. **Fees.** Registration fees are established by the OHABA Board of Directors and Membership. A portion of the registration fee, as determined by the Board of Directors, may be automatically transferred to the General Fund to help cover the general expenses of OHABA.

**8. Program Funds.**

- a. **Fundraising.** Each Program is required to conduct their own fundraising to support the financial needs of that Program. It is the Program Coordinator’s responsibility to oversee Program fundraising. Individual team fundraising is highly discouraged as it generally leads to “over-fundraising” and takes control away from the Program Coordinator. Fundraising should be part of the proposed budget and accurately reflected in the final budget report.
- b. **Handling of Funds.** Program funds collected for fundraising efforts, concessions, etc. should be in the control of the Program Coordinator at all times until submitted to the Treasurer. Checks should be made out to Oxford Hills Athletic Boosters or OHABA. Separate bank accounts opened by Coordinators and/or Coaches is strictly forbidden. If this should happen it is grounds for immediate termination as a Coordinator or Coach.

Funds should be submitted to the Treasurer at Boosters meetings, or at the earliest possible date, along with a complete and accurate **Deposit Tracking form** describing how the funds were obtained. If a cash box with starter cash is used for any event, a **Cash Box Tally sheet** must be completed and signed by the Program Coordinator and submitted to the OHABA Treasurer along with the deposit.

The OHABA Treasurer will record all income and expenses in a General Ledger and shall provide a copy of said ledger to the Program Coordinator before or during monthly meetings. It is the Program Coordinator’s responsibility to verify their Program’s income and expenses as shown in the Treasurer’s ledger and accurately reflect them in their final budget report.

**9. Compensation.**

- a. **Coordinator Stipend.** For the services to be performed by the Program Coordinator under this Contract, OHABA will provide compensation (“the Stipend”), which includes both a Fixed (“Base”) portion and a Variable portion. The Stipend is based on the formula approved by Boosters Members and must be built into the Program’s budget. The Program Coordinator agrees not to accept compensation as Program Coordinator other than through and from OHABA. The Stipend will be reduced proportionately to reflect any failure by the Program Coordinator to complete the terms of this Contract. Additionally, if money is spent outside the approved budget which puts the Program over budget, funds may be deducted from the Stipend at the discretion of the OHABA Board of Directors.

- i. **Stipend Formula.** The Stipend formula for the 20XX-XX fiscal year is as follows:

$$\begin{aligned} & \$XXXX \text{ Base} + \\ & (\# \text{ weeks in season} * \$20) + \\ & (\# \text{ student athletes enrolled} * \$4) + \\ & (\# \text{ teams in Program} * \$10) \end{aligned}$$

- ii. **Stipend Payment Process.** In order to receive a Stipend, the Program Coordinator must complete a **Stipend Calculation form** and submit it to the OHABA Treasurer with the

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final budget report at the end of the season. Stipends are paid via direct deposit through MSAD #17 payroll. Stipends are subject to all Federal and State mandate employment taxes and fees.

- iii. **Payment Schedule.** The Program Coordinator’s Stipend shall be paid in two installments as shown in the following schedule:

Payment No. & Type	Payment Date	Payment Amount
1. Base	Click here to enter a date.	\$Click here to enter text.
2. Variable	Click here to enter a date.	Remainder

- b. **Other Stipends and Payments.** Program Coordinators may share their Stipend with Co- Coordinators, Town Coordinators, Coaches, Referees, Officials, etc. at their discretion, or they may build additional funds into the Program’s budget at the beginning of the season and raise funds to cover these expenses. All stipend payments to individuals other than the Program Coordinator must be pre-approved by the Board of Directors and will be paid according to IRS and District policy.

10. **Termination.** This Contract automatically terminates at the end of the Term. The Program Coordinator may resign his or her position under this Contract prior to the end of the Term upon not less than 20 days’ prior notice to the OHABA Board of Directors. OHABA may terminate the Program Coordinator under this Contract, without cause, upon not less than 20 days’ prior notice to the Program Coordinator. In addition, without limiting the foregoing, OHABA may immediately terminate the Program Coordinator under this Contract if the Program Coordinator at any time:

- a. Commits any breach of any of the provisions of this Contract; or
- b. Acts in a reckless or negligent manner with respect to the Program and/or any member of it; or
- c. Becomes of unsound mind; or
- d. Is the subject of a criminal indictment or presentment for, is convicted of, or enters a nolo contendere plea with respect to any criminal offense that, in the reasonable opinion of OHABA, relates to his or her services under this Contract or his or her fitness to act as Program Coordinator of the Program; or
- e. Engages in conduct that is detrimental or brings discredit to OHABA or its reputation; or
- f. Fails or refuses to follow the directives of OHABA with respect to his or her services under this Contract provided that such directives are reasonable; or
- g. In the reasonable opinion of the OHABA Board of Directors, is unable to perform the duties of Program Coordinator under this Contract because of repetitive absences or because of illness or otherwise.

\_\_\_\_\_  
Name and Title Here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title Here

\_\_\_\_\_  
Date

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**Summary of Forms and Resources**

All forms referenced in this Contract, among others, may be downloaded from the Coordinator Resources section of the OHABA website:

- Background Check Request
- Budget Template
- Cash Box Tally Sheet
- Coach and Coordinator Application
- Code of Ethics
- Deposit Tracking Form
- Facilities Use Form
- Police Coverage Request Form
- Registration Form
- Stipend Calculation Form