

KEY BISCAYNE PARKS AND RECREATION DEPARTMENT

PROGRAM MANAGER SCOPE OF WORK

Please read your responsibilities below and acknowledge such by signing and dating where indicated at the bottom of this page.

General Scope of Work

1. Email all coaches and league parents at least once a week regarding updates, schedule changes, and any other relevant program information.
2. Handle and resolve any parent, player or coaches complaints.
3. Refer any violations of the Coaches Code of Ethics or the Parent & Participant Code of Conduct to the KBAC Disciplinary Committee.
4. Coordinate, Supervise, and run at least one pre season clinics and an end of season awards event for players, parents and coaches.
5. Identify and source proper equipment and uniforms within the budget for your sport and submit to Athletic Coordinator ("AC").
6. Assist the AC in managing the inventory of equipment and supplies.
7. Recruit and Secure all qualified coaches for your sport within Village budget guidelines.
8. Coordinate Coaches NAY's training & certification prior to the start of the season.
9. Insure that all Coaches are properly NAYS certified prior to engaging in any coaching activities.
10. Develop a practice and game schedule with the assistance of the Athletics Coordinator.
11. Insure that only registered players who have been evaluated by all coaches are allowed on the official player draft list.
12. Work with Village Staff to troubleshoot any problems with practice facilities, equipment, refs, and games.
13. Run Player evaluations & the draft in compliance with SAPP and as directed by the YAAB Draft Committee.
14. Provide constructive feedback to the Director, Parks & Recreation ("DPR") from parents & players regarding program performance and suggestions.
15. Report all Scores in a timely manner to the Athletic Coordinator for web postings

PLEASE VISIT THE YOUTH ATHLETICS WEBSITE AT www.activeislander.org for supporting information.

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16. Write and/or Coordinate at least 3 sports articles, with photos for this Islander News about your program.
17. Assist the Athletics Coordinator as needed and/or directed.
18. The Program Manager shall have no authority whatsoever in awarding Financial Aid for players; scholarships can only be approved in writing by the Key Biscayne Athletic Club ("KBAC") or the Director of Parks and Recreation.
19. The Program Manager will not direct or supervise any Village staff unless authorized to do so by the Director of Parks and Recreation.
20. The Program Manager agrees to abide by the Standardized Athletic Policies and Procedures ("SAPP").
21. The Program Manager has absolutely no authority to handle any purchases or financial decisions with regard to their sport.
22. Program Managers may not coach in their sport.
23. The Program Manager will insure that players will ONLY play on the team that they are assigned; players may not play for multiple teams and unregistered players may not play for any team.
24. Non Compliance of above may result in termination of your services.

Sport Specific Responsibilities

Reference Attached "Addendum A"

ACKNOWLEDGED AND AGREED

Sports Program: _____ Engagement Dates: _____

 Program Manager Date

 Director, Dept of Parks and Recreation