HARRISBURG COMMUNITY
FOUNDATION

BUILD | INSPIRE | ENGAGE

Exhibit A

Contract for Harrisburg Flag Football Director

General

1. Promote the program and registration via Facebook and other media.
2. Send multiple registration announcements through fliers in the Tiger Tuesday folders before school dismisses in the spring.
3. Maintain current content on the football website.
4. Respond to general inquiries about the program as well as parent/coach questions and concerns.
5. Communicate with parents and coaches as needed during the course of the season.
6. Schedule a coaches meeting prior to the start of the season and prepare information packets to distribute.
7. Set direction of the program and enrollment goals with the Foundation Board.
8. Provide a report during each meeting of the Foundation Board.

Registration

1. Set up and maintain the registration module on the football website.
2. Monitor the registrations site.
3. Work with the Harrisburg Foundation Coordinator or Treasurer to ensure registrations match payments received and issue refunds if necessary.

Scheduling

1. Determine schedule of games during the season.
2. Create team schedules and playoff brackets.
3. Place players on teams.
4. Ensure each team has coaches and recruit coaches if necessary.
5. Recruit, hire and pay referees for each game. The Foundation is responsible for the referee costs.

Equipment

1. Coordinate ordering new/replacement equipment as needed with approval of the Foundation Board. The Foundation is responsible for all equipment and awards costs.
2. Order T-shirts for each player and include sponsor logos and team names.
3. Monitor football equipment–distributing to each team and collecting at the end of the season.
4. Purchase field paint.
5. Order end-of-season awards for the teams and distribute.

Games & Field Preparation

1. Coordinate field maintenance with city employees to ensure fields are prepared for games.
2. Act as the field supervisor each week of the season or hire a suitable substitute at a cost paid by the flag football director.
3. Secure rental of additional fields as necessary.
4. Determine weather delays/cancellations and notify parents and coaches.

Financial

1. Recruit a business sponsor for each team and send thank you/gift recognition letter and ensure payment is received.
2. Submit money received and invoices to be paid to Harrisburg Foundation Coordinator or Treasurer.