



Recreation & Community  
Services Department  
400 University Ave.  
Los Altos, CA 94022  
(650) 947-2790  
www.losaltosrecreation.org

## COORDINATOR CONTRACT

### CONTRACT AGREEMENT FOR SPECIAL SERVICES After School Junior High Sports Program

The following is an Agreement between the City of Los Altos, California, hereinafter referred to as "City" and the independent contract Sports Coordinator named below for the purpose of providing a service requiring specific knowledge and/or technical qualifications. The City shall pay Coordinator for all services to be performed by Coordinator hereunder; terms described below.

1. **PROGRAM FORMAT** - The City of Los Altos Recreation Department, in cooperation with the Los Altos School District, provides for an after-school sports program at both Blach and Egan Junior High Schools. Blach and Egan participate in the Valley Junior High School Athletic League, which includes schools in Los Altos, Mountain View, Sunnyvale, Cupertino and Saratoga.
2. Coordinator understands that City may cancel this Agreement at any time should enrollment be insufficient, or should funds or facilities become unavailable, or should the Coordinator fail to perform the services to the satisfaction of the City and that the City shall not be liable for compensation to the Coordinator for the remainder of the Agreement should be cancelled.
2. It is understood and agreed that the Coordinator, in the performance of this contract, is an independent contract Coordinator and not an employee of the City of Los Altos. Coordinator understands that he/she also represents the Los Altos School District when on their school premises or escorting their students to away games.
3. **LIABILITY** - Coordinator agrees to be solely responsible for all hazards, damages and injuries, which Coordinator, or his or her property, may receive in the course of performing this contract, and waives all rights, whether known or unknown, to claim damages therefore from the City of Los Altos or its officers, agents or employees.
4. Coordinator further agrees to defend, indemnify and hold the City of Los Altos and its officers, agents and employees, free and harmless from any liabilities, claims or damages caused by, arising out of, or in any relation to the performance by Coordinator of services or otherwise relating to or arising from this Agreement.
5. Coordinator understands the City of Los Altos has no accident or Worker's Compensation insurance for persons performing services as and independent Coordinator.
6. **TERM** – Coordinator agrees to accurately complete a contract per sport and provide it to the Sport Coordinator at your school site prior to the beginning of the designated season. The term of the contract shall be the length of the sport season scheduled by the Valley Junior High School Athletic League, including all finals should the team advance.



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7. **PAYMENT** – City shall pay Coordinator the specified sum of \$450 per season and sport as agreed upon and indicated in this contract. **City shall mail payment within two weeks of the last day of the regular season.**
  
8. **RESPONSIBILITIES** – Coordinator is responsible for performing the following tasks and as outlined in the Coaches Manual:
  - Recruit, interview, train, and supervise coaches
  - Report all injuries and submit accident reports to City within 24 hours
  - Supervise equipment usage, including issuing and collecting equipment
  - Reschedule cancelled games
  - Handle all uniforms
  - Coordinate Informational Meeting with team for each sport prior to season start
  - Hand out schedules including playoffs
  - Hand out registration information and collect team rosters online using Recreation Program, RecTrac
  - Maintain statistics for each sport
  - Coordinate giving trophies to 1<sup>st</sup> and 2<sup>nd</sup> place teams
  - Keep coaches and ADs informed of any discrepancies in scores and/or rescheduled games
  - Secure officials/referees and scorekeepers (home games) for all sports
  - Coordinate scheduling officials
  - Ensure that transportation arrangements have been made, noting any changes in schedule or makeup games (if applicable)
  - Coordinate facilities for home games
  - Conduct academic grade reviews and cross-reference with rosters
  - Keep Sports portion of website updated
  - Ensure coaches are cleared through City Recreation Department prior to start of season
  - Ensure coaches paperwork is complete and turned in on time
  - Inventory First Aid kits, and order replacement items from City
  - Report any damage or need for repair to any City facilities and/or equipment.
  - Perform related duties as required
  
9. **COMMUNICATION** - All communication regarding the Junior High Sports Program at Blach and Egan Junior High Schools should be handled through the supervising Sport Coordinator at your school site. If you have additional inquiries that they cannot address, please contact the Recreation Coordinator – contact information below:

City of Los Altos Recreation &  
Community Services Department  
ATTN: Lisa Stamps - Junior High Sports  
Physical Address: 400 University Ave.  
Los Altos, CA 94022  
Mailing Address: 1 N. San Antonio  
Rd. Los Altos, CA 94022

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