

**Pennsylvania State University Club Sports Program**

**2017-2018 Coach/Instructor Information Form**

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Contact Email Address: \_\_\_\_\_

**Select the item below that best represents you:**

- 1. Student \_\_\_\_\_ PSU Access ID #: \_\_\_\_\_  
Faculty/Staff \_\_\_\_\_ PSU Access ID #: \_\_\_\_\_
  
- 2. Non University Park Student, Faculty, or Staff: \_\_\_\_\_

Qualifications (i.e. years of experience conducting and/or instructing this activity; certifications or skills held; knowledge of the activity):

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Goals and Expectations for the Student Organization (i.e. How will the organization benefit from your work with them? What do you hope to achieve through this experience?):

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## Criteria for a Club Sports Coaching/Instructing Position

Individual clubs are responsible for recruiting and securing a coach/instructor if needed. Coaches/Instructors may be undergraduate students, graduate students, faculty, staff, or members of the community. The primary responsibility of the coach/instructor is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition if applicable.

1. Each coach/instructor must complete a Penn State Club Sports Program participation agreement as well as this form.
2. The coach/instructor must be aware of and follow University and Club Sports Program policies and procedures.
3. The coach/instructor and the club shall make no promise of monetary or other rewards to any club member. The club officers shall decide how funds are used according to their constitution.
4. Conditions of payment to coach/instructors will be determined by the club officers and approved by the Club Sports Program Office at the beginning of each academic semester. All payments will be processed utilizing Student Organization Contracts and the 1099 process.
5. The coach/instructor is not only obligated to develop skills, conditioning, etc, but to protect the club members' safety. The coach/instructor should be concerned with the risk of exposure to liability as a result of serious injury.
6. The coach/instructor should be aware of situations that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members.
7. Coaches/instructors must help ensure good sportsmanship at all times.
8. The coach/instructor should restrict their contributions to coaching/instructing. They should serve only as a resource for the clubs management of activities, including but not limited to submitting forms, budgeting, scheduling, hosting events, competition, travel arrangements, and special events. As student organizations, the student officers and advisor must serve as the primary contact between the organization and the University/Club Sports Program.
9. The coach/instructor responsibilities are not those of a varsity coach. The Club Sports Program is designed to allow the club members to administer all facets of the clubs' activity except coaching/instruction.
10. The coach/instructor shall discuss club matters with the club officers and advisor as opposed to working directly with outside entities and third-parties.
11. The Club Sports Program Office in conjunction with the club officers may relieve the coach/instructor at any time if it is determined that the coach/instructor is not conducting themselves with the best interest of the club in mind.
12. Coaches/instructors are required to maintain certifications in Adult CPR/AED/First Aid from a University approved provider (American Red Cross, American Heart Association, or ECSI). Online-only certifications without an in-person evaluation/skills assessment will not be accepted.
13. Coaches/instructors must maintain any required sport-specific certifications if determined by the Club Sports Program that they are necessary for the activity and only if such certifications exist.
14. Coaches/instructors are classified as "Campus Security Authorities" under the Jean Clery Act and must complete Clery Act Training every calendar year.
15. Coaches/instructors are expected to comply with any requests by the Club Sports Program Office for a meeting to discuss club or coach/instructor related issues.
16. All coaches/instructors must submit a new "Coach/Instructor Form" on an annual basis upon approval to continue coaching/instructing the student organization. Coaches/instructors should not engage in activity with the club until this form is completed and applicable certifications are attached and turned into the Office of Student Affairs for approval.

I have read and understand the "Criteria for a Club Sports Coaching/Instructing Position" as outlined above and agree to abide by the criteria listed. I understand that infraction of any of the policies or procedures subjects me to dismissal by the student organization or Club Sports Program Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club President Signature: \_\_\_\_\_

Club Sports Staff Member Signature: \_\_\_\_\_