**The Pennsylvania State University**

**Dance Groups**

**2021-2022 Student Organization Instructor Information Form**

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

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

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

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

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

1. Student \_\_\_\_\_ PSU Email ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff \_\_\_\_\_ PSU Email ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Non-University Park Student/Faculty/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 Student Organization Coaching/Instructing Position**

Individual student organizations are responsible for recruiting and securing a coach/instructor. 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 Student Organization participation agreement/waiver as well as this form.
2. The coach/instructor must be aware of and follow University and Office of Student Affairs policies and procedures.
3. The coach/instructor and the organization shall make no promise of monetary or other rewards to any club member. The organization officers shall decide how funds are used according to their constitution.
4. Conditions of payment to coach/instructor will be determined by the organization officers and all payments must be processed via 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. The coach/instructor should restrict their contributions to coaching/instructing. They should serve only as a resource for the organization’s management of Affairs, 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/Office of Student Affairs.
8. The coach/instructor shall discuss organization matters with the organization officers and advisor as opposed to working directly with outside entities and third-parties.
9. The Office of Student Affairs in conjunction with the student organization 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 organization in mind.
10. 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 test will not be accepted.
11. Instructors must maintain any required activity-specific certifications if determined by the Office of Student Affairs that they are necessary for the activity and only if such certifications exist.
12. Instructors are expected to comply with any requests by the Office of Student Affairs for a meeting to discuss organization or coach/instructor related issues.
13. All Instructors must submit a new “Coach/Instructor Form” on an annual basis upon approval to continue coaching/instructing the student organization. Instructors should not engage in activity with the organization 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 Penn State Student Organization 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 Office of Student Affairs.

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

Student Org President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of Student Affairs Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_