

CLUB SPORTS
COACH/INSTRUCTOR AGREEMENT
Department of Campus Recreation



NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

YOUR STATUS: Student Faculty/Staff Community Member

CLUB SPORT: _____

ACADEMIC YEAR: _____

QUALIFICATIONS:

CRITERIA FOR A CLUB SPORT COACHING/INSTRUCTOR 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 who may be advised by the Competitive Sports Office at the beginning of each academic semester. All on-campus payments will be processed utilizing Student Organization Contracts and the ASA 1099 process. Off-Campus payments will be processed through an invoice at the ASA office.
5. The coach/instructor is not only obligated to develop skills, conditioning, etc., but also 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 club's 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/Competitive Sports Office.

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 club's 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 Competitive Sports 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 are required to complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training each year.
14. 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.
15. Coaches/instructors are classified as "Campus Security Authorities" under the Jean Clery Act and must complete Clery Act Training every calendar year.
16. 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.
17. All coaches/instructors must submit a new "Coach/Instructor Agreement" on an annual basis upon approval to continue coaching/instructing the student organization.
18. Coaches/instructors should not engage in activity with the club until this form is completed and applicable certifications are attached and turned into the Competitive Sports Office 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 Competitive Sports Office.

COACH/INSTRUCTOR APPLICANT SIGNATURE

DATE

CLUB PRESIDENT SIGNATURE

DATE

COMPETITIVE SPORTS STAFF SIGNATURE

DATE