

The Pennsylvania State University

2015-2016 Penn State Club Sports Coach/Instructor Information Form

Name: _____ Club: _____

Address: _____

Phone: _____

Email Address: _____

Select the item below that best represents you:

- 1. Student _____ PSU Access ID #: _____
Faculty/Staff _____ PSU Access ID #: _____

- 2. Non Penn State Student, Faculty, or Staff: _____

Coaching Biography (List experience within the sport you wish to work with. Attach another sheet if needed):

Qualifications (List certifications held within sport specific activity, if any. Attach another sheet if needed):

Goals and Expectations for the Club (Attach another sheet if needed):

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 community members. The primary duty of the coach 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.

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 all 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 players or prospective players. The club officers shall decide how club funds are used according to the club 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.
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 any situation 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 his/her contributions to coaching/instructing. They should serve only as a resource for the clubs management activities, including but not limited to submitting forms, budgeting, scheduling, hosting tournaments, competition and travel arrangements, and special events. Keep in mind that a Club Sport is first and foremost a student organization and therefore the student officers must serve as the primary contact between the club and the Club Sports staff.
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.
10. The Coach/Instructor shall discuss club matters with the club, its advisor, and the Club Sports Program Office only.
11. The Club Sports Program Office in conjunction with the club officers may relieve the club coach or instructor at any time if it is determined that the coach is not working in the best interest of the club.
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).
13. Coaches/Instructors must maintain any required sports specific certifications as determined by the Club Sports Program Office.
14. Coaches/Instructors are classified as "Campus Security Authorities" and must complete Clery Act Training annually; additionally, coaches/instructors must have a valid background check on file with The Pennsylvania State University and complete Mandated Reporter training IF they are receiving payment from the University for their coaching/instructing responsibilities.
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 a yearly basis upon approval to continue coaching by the Club.

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

Signature: _____ Date: _____

Club President Signature: _____

Club Sports Coordinator Signature: _____