Instructions to complete coaching contract

Please complete this template to the best of your ability. Using input from the officers, coach, and club's constitution you should be able to edit this template in a manner that accurately reflects the roles of the coach and outlines what you are paying him/her to do for your club. Please be sure to follow the steps below in completion of the form:

1. Please edit all section of the contract **that are in bold**

2. Please be sure to remove the **(yes/no)** and make all sentences complete. Be sure to elaborate whenever it says "If so, what?"

3. Make sure to specify the total compensation and specify how much will be drawn from each account; 130 and 131 respectively

4. Be sure to have the Club Sports Coordinator and SGA Business and Accounting Specialist review the contract before collecting signatures

5. Be sure the coach reviews the contract and is comfortable with their role, code of conduct, and the insurance and indemnification section

If you have any further questions or want to sit down with the Club Sports Coordinator to go through this document please e-mail llifschu@uvm.edu

Thanks,
Leon Lifschutz

UVM Student Government Association
Club Sports Coaching Contract

This is an agreement between the University of Vermont ***(club name)*** and ***(Coach's name)*** ("Coach"), residing at ***(address)***, for a temporary part time position of ***(club name)*** coach during the ***(specify year and/or semester).***

In addition to this contract, the coach should submit all certifications required by the club's governing body (if applicable).

The coach is required to be certified in CPR and First Aid. New coaches must comply within one year of being hired and keep certifications up to date from year to year.

The Coach shall abide the following:

I. Student Government Association ("SGA") and UVM Policies

- Adhere to all financial policies and procedures as established and facilitated by UVM SGA.
- Adhere to the UVM Policy on Amorous Relationships with Students, located at: http://www.uvm.edu/~uvmppg/ppg/general_html/student_relation.html.
- Adhere to applicable University policies and hold students accountable to the Code of Student Rights and Responsibilities.
- The Coach will attend any training sessions required by the SGA and Department of Student Life.
- The Coach must not be a coach for the same sport at another University.

II. Safety and Risk Management

- Adhere to all safety guidelines of the club's governing body.
- Meet all certification requirements of the club's governing body.
- Adhere to Field and Facility Policies of UVM Campus Recreation and Grounds.
- Be familiar with the Emergency Response Plan of the club for training, events, and travel.
- Adhere to UVM Risk Management Department's Policy on Transportation available at: http://www.uvm.edu/~uvmppg/ppg/riskmgm/driversafety.pdf .
- Adhere to all recommendations made by Athletic Trainers provided for events or training sessions.
- Maintain adequate health and accident insurance to cover injuries that may be sustained by Coach in the course of performing under this contract. Coach will not be eligible for UVM health insurance benefits.
- Oversee safe use and conditions of equipment.
- **(YES/NO) Will coordinate the storage and/or maintenance of equipment**

III. Trainings/Practices

- **Instruction (daily/hourly/weekly)**
- **Areas of instruction include: (practice, classroom, video, weight training, other)**
- **Scheduling – (YES/NO) Role in scheduling training; If so what?**
- **Planning – (YES/NO) Responsible for planning the elements of training**
- **Athlete Evaluation – (YES/NO) Responsible for who participates on what days or in which types of drills**
- **Staffing – (YES/NO) Will arrange for assistant or guest coaches to provide instruction. Will coordinate with other coaches**
- **Discipline – (YES/NO) Role in discipline during Training; If so what**
- **Attendance – (YES/NO) Will mandate (AND/OR) monitor attendance**
- **PE Credit – (YES/NO) Will approve students for PE Credit**
- **Other- As mandated by the student leaders and the Club's Constitution**

IV. Competition/Events

- **Instruction (daily/hourly/weekly)**
- **Scheduling – (YES/NO) Role in scheduling events; If so what?**
- **Staffing – (YES/NO) Role in arranging for services such as referees, scorekeepers, etc.**
- **Athlete Evaluation – (YES/NO) Responsible for deciding who participates - in what situations or events; playing time; etc.**
- **Discipline – (YES/NO) Responsible for disciplining athletes during or following competition; If so what?**
- Coach will hold him/herself to the highest level of Sportsmanship. He/she will represent the club and University with class and comport him/herself in a calm and poised manner especially when dealing with organizers and officials. Coach will acknowledge the contributions of other teams, competitors, referees, fans and all others involved in making the events special.

V. Decision Making/Organization

- All Club Sports are first and foremost Student Organizations funded and managed by students. The purpose of a coach is to give students the utmost opportunity for growth as students, athletes, and leaders. Coach will facilitate this growth while allowing students to clearly determine the direction of the organization while becoming versed in the administrative duties necessary to accomplish their goals.
- **Outline the role in general decision making processes of the Student Organization (This should be compatible with the club's constitution)**
- **Publicity – (YES/NO) Responsible for helping to publicize events; If so, what types of tasks?**
- **Prospective Athletes – (YES/NO) Will be a part of recruiting prospective students; If so, what types of tasks?**

- **Fundraising – (YES/NO) Will assist in fundraising; If so, what types of tasks?**
- **Non-training or competitive events – (YES/NO) Will assist in the planning of additional club activities including social events, retreats, and banquets**

VI. Rights and Privileges provided by the Club or University

(Please select all that apply)

- **The Club will assist the coach in acquiring a UVM email address**
- **The Club can coordinate with Transportation and Parking Services to get the Coach a limited amount of temporary parking passes**
- **The Coach is entitled to use the UVM or Club logo on business cards (pending a royalty waiver)**

VII. Indemnification and Insurance

- Coach is subject to the University's Policy on Indemnification – Officer's and Employees, found at http://www.uvm.edu/~uvmppg/ppg/general_html/indem.pdf.
- If the Coach will be operating a University owned or leased vehicle, they must attend Risk Management's Safe Driving Course, which also requires a motor vehicle record check and certification.
- If you are involved in an accident while operating a vehicle owned or leased in the name of the University, you must report the accident to your supervisor immediately who must then report it to Risk Management (656-3242) and Police Services (656-3473). The university's indemnification policy applies to you while operating a UVM vehicle, only in the course of carrying out your authorized duties for the University and the SGA.
- Your personal property, whether used to perform your assigned duties or not, is not covered by UVM insurance. It is your sole responsibility.

VIII. Compensation and Terms

- This contract will begin on the date of its approval and expire on (**SELECT DATE** – *no later than 6/1/12*)
- **Choose one of the following options:**
  - **The coach will receive (INSERT AMOUNT) of compensation over the duration of the contract for their services.** (*If this option is selected, choose between options 1 or 2 below for payment method*)
  - **The coach will be paid at an hourly rate of (INSERT PAY RATE) and can earn up to, but not exceed, (INSERT AMOUNT) total compensation for their services over the duration of the contract.** (*If this option is chosen, option 1must be selected below for payment method*)

- **The process of payroll <u>payment method</u> will be done (select one only):**
  - **1) on bi-weekly basis and according the University's payroll schedule**
  - **2) At the end of this contract. This sum cannot be paid until after the coach has completed all of his/her responsibilities**
- **Specify the amount funded from the budgeted fund (130) and, if applicable, the amount funded from the revenue fund (131).** All wages coming from the revenue fund are dependent on the solvency of this fund. Neither SGA nor the University is responsible for compensating the coach if the club does not have the necessary dollar amount in this fund.
- The coach will be responsible for submitting hours through the University's payroll system.
- Under no circumstances will the club pay for the employee to be eligible for any overtime pay, car per diem allowances, or benefits.
- The coach and officers will be in charge of keeping track of the coach's hours and payments throughout the duration of the contract.
- **Will the club cover any travel costs?** Travel expenses will be reimbursed at reasonable rates established by the University and per SGA policies. Travel must be pre-approved by the club's officers and the Coach must comply with applicable policies for submitting expenses for reimbursement**.**
- **The club's revenue fund (131) can be used to compensate the coach (**depending on the solvency of the fund and pre-approval by the club's officers**) for other endeavors listed below:**
  Certifications or professional development
  Equipment purchases
  Travel for club related events (as specified above)
  Other (be specific)

IX. Certifications and Qualifications

- **Highest level of participation in the sport**
- **Years of experience coaching**
- **Years with the UVM club**
- **Places coached and positions held**
- **Relevant technical certifications (i.e. governing body certifications, coaching classes, etc.)**
- **Safety certifications (i.e. CPR/First Aid)**
- **Other relevant experience (teaching, camps, administrative roles, education, etc.)**
- **Other relevant skills**

X. Code of Conduct

<u>Dos</u>

- The coach will instruct students on proper techniques of the activity

- The coach will educate athletes around issues of safety and proper training
- The coach will help students develop their skills
- The coach will encourage the growth of students educationally and socially
- The coach will represent the club and school in a manner that reflects our Common Ground and the core values of the institution
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, sexuality, cultural background, religion, or other identity.
- The coach will strive to make the club as inclusive as possible

Donts

- The coach will not serve an administrative role in the club. The coach may advise on these issues but the students are responsible for the operation of their organization
- The coach will not use the club in any way to benefit outside business
- The coach will not make decisions without the approval of the club officers, unless otherwise noted in the coaching contract or club's constitution

XI. Termination and Severance

In the event of breach of any term of this Agreement or for other good cause, including but not limited to knowingly permitting unsafe behavior or behavior detrimental to club members or the University, Coach will be advised in writing of the breach or cause and provided an opportunity to respond. If Coach is terminated for breach of this Agreement or other good cause, Coach is not entitled to any severance or additional pay. . If the coach should terminate his or her contract, he or she shall provide a minimum of two weeks notice.

XII. Term of Agreement

- This Agreement becomes effective on ___DATE_____ and continues to _____DATE_____.

XIII. Appendix – will include Coach's Code of Conduct to be signed; Resume template, and Release form.

XIV. This contract can be voided if it is shown that one party substantially misled the other.

I HAVE READ AND UNDERSTAND THE "COACH'S ROLE AND RESPONSIBILITIES" AS OUTLINED IN THE ATTACHED EXCERPT FROM THE CLUB SPORTS HANDBOOK AND AGREE TO ABIDE BY THE RULES LISTED IN THIS BINDING CONTRACT. I UNDERSTAND THAT MY SIGNATURE

REPRESENTS MY ABILITY TO CARRY OUT THE DUTIES, RESPONSIBLITIES, AND AUTHORITIES GIVEN TO ME BY THE CLUB. I UNDERSTAND THAT ANY INFRACTION OF THE POLICIES AND PROCEDURES OF THE UNIVERSITY, STUDENT GOVERNMENT ASSOCIATION, CAMPUS RECREATION, OR THE CONTRACT NEGOTIATED BETWEEN THE CLUB AND MYSELF SUBJECTS ME TO DISMISSAL AS COACH OF THE CLUB.

***Coach, please initial here that you understand and agree to the above section _____

_____ _____

Club Sports Coordinator Date

_____ _____

SGA Business and Accounting Specialist Date

(The Club Sports Coordinator and SGA Business and Accounting Specialist must review prior to obtaining signatures)

_____ _____

Club President Date

_____ _____

Coach Date

Coach's email address:_____ Coach's phone number:_____

Advisor's Initials: _____ Date _____

_____ _____

Director of Student Life Date