**University of Vermont Student Government Association**

**Club Sports Coaching Agreement**

This is an agreement between the University of Vermont (UVM) ***(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) to the Club Sports Coordinator.

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:

1. UVM and Student Government Association (“SGA”) Policies
   * Adhere to applicable University policies and hold students accountable to the Code of Student Rights and Responsibilities.
   * 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.
   * Membership in organizations, teams, and other University-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual, and spiritual opportunities; and otherwise contribute positively to personal and social development. At the University of Vermont, we believe that students should not be demeaned or exposed to harm when pursuing involvement in campus life. The University’s Hazing Policy located at:

<http://www.uvm.edu/policies/student/hazing.pdf>

* + Adhere to all University policies prohibiting discrimination, including harassment, based on protected categories, as requied by the University’s Equal Employment Opportunity/Affirmative Action Policy Statement: http://www.uvm.edu/policies/general\_html/affirm.pdf
  + Adhere to and to require students to comply with the University’s Hazing Policy located at: <http://www.uvm.edu/policies/student/hazing.pdf>
* ***As a student group adviser/coach you have been identified as a Campus Security Authority (CSA).***  CSAs are legally obligated to promptly report to UVM Police Services any crimes they become aware of, if they have occurred on or near campus.  Please provide specific details regarding the location and description of the crime at the Police Services’ CSA Information Portal ([www.uvm.edu/police/csa](http://www.uvm.edu/police/csa)) to ensure inclusion in the University’s Annual Security Report. For detailed information about your responsibilities as a CSA, and the procedures you should follow when you become aware that a crime may have occurred on or near campus, please refer to the University’s Campus Security Authority (CSA) Operating Procedure at: <http://www.uvm.edu/policies/riskmgm/campussecruity.pdf>.
  + The Coach will attend any training sessions required by the SGA and the Department of Student Life.
  + The Coach must not be a coach for the same sport at another College or University.

1. 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.
* May assist with the storage or maintenance of equipment if requested by the club

1. Training/Practices

* The coach is required to attend \_\_\_\_ number of training sessions per week. Training can include practices, classroom, video, weight training, and other activities.
* The coach is responsible for planning the elements of training in accordance with best practices and governing body regulations of the sport to provide a productive and safe environment.
* The coach will be responsible for athlete evaluation including who participates in what activities and when as guided by the club’s policies on participation.
* The coach will work with the club leaders on determining additional staffing, disciplinary policies, attendance requirements and monitoring

1. Competition/Events

* The coach is required to attend \_\_\_\_\_ number of competition and events.
* The coach may advise and assist the club leaders in the scheduling of competitions and events.
* The coach will be responsible for athlete evaluation and who participates and when as guided by the club’s policies on playing time.
* The coach will be responsible for disciplining athletes, if necessary, based on the club’s disciplinary policies.
* The coach may assist the club leaders in procuring additional staffing for competitions and events.
* The 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 students, organizers and officials. Coach will acknowledge the contributions of other teams, competitors, referees, fans and all others involved in making the events special.

1. 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.
* The coach may assist the club, if requested, in the following areas: publicity, recruitment of prospective athletes, fundraising, and planning of noncompetitive club activities such as banquets or retreats.

1. Rights and Privileges provided by the Club or University

* At the request of the coach the club may assist the coach in accessing the rights and privileges afforded to the coach as a temporary employee of UVM at the coach’s request including: UVM email address, Cat Card, a limited number of temporary parking passes, logo for business cards, etc.

1. 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 to ensure you have adequate insurance coverage for your personal property.

1. Compensation and Terms

* This contract will begin on the \_\_\_\_\_\_\_ (8/25 or 1/5) and expire on \_\_\_\_\_\_ (12/15 or 5/16)
* The estimated total hours of service rendered should not exceed \_\_\_\_\_\_ hours over the duration of the contract.
* The coach will receive \_\_\_\_\_\_\_\_\_\_\_\_\_of compensation over the duration of the contract for their services.
* The amount from the 130 (budgeted) fund will be \_\_\_\_\_\_; The amount from the 131 (revenue) fund will be \_\_\_\_\_\_. 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 paid at the end of each semester. The first part of payment will be processed in December 2015 and the second in May 2016. The final payment cannot be paid until after the coach completed all of his or her responsibilities.
* 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.
* Travel expenses will be reimbursed at reasonable rates established by University and 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 such as: Certifications or professional development; Equipment purchases; Travel for club related events (as specified above). All such expenses must be pre-approved by the club and paid for following the SGA’s financial policies and procedures.

1. All new coaches will be required to submit a resume as well as a list of certifications and qualifications specific to the sport. Returning coaches are expected to maintain all necessary certifications required to coach the sport.
2. Code of Conduct

Dos

* 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
* The coach will 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
* The coach will 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

1. 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.

1. 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 \_\_\_\_\_\_\_\_

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Club Sports Coordinator Date

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SGA Business and Accounting Specialist Date

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

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Club President Date

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Coach Date

Coach’s email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach’s phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Initials: \_\_\_\_\_\_\_\_ Date \_\_\_\_\_

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Director of Student Life Date