Coaching Volunteers: Roles and Responsibilities

COACH’S Roles:

1. The relationship between COACH and TEAM is an "at will" relationship in which the TEAM and COACH each retain the right to terminate their association at any time for any reason. However, when possible, two (2) weeks written notice to the other party informing them of the termination is appreciated.

2. The COACH is a volunteer and not an employee of TEAM. Therefore, (a) the TEAM does not offer and the COACH is not entitled to any benefits, plans, arrangements, or distributions pertaining to or connected with any qualified pension plan or any other health or welfare plan; (b) as a Designated University Volunteer, coaches are eligible for, statutory workers’ compensation benefits for injuries and illnesses arising out of, and occurring in the course of the volunteer coach duties and (c) the COACH is not an agent of TEAM and shall not hold himself/herself out to the public as such.

3. The Coordinator of Campus Recreation-Sports Clubs will review the coaching volunteer assignments. Applications must be accompanied by a resume and/or written summary of credentials and experience. In the event of a dispute between the club and the coaching volunteer, the club and the coaching volunteer must notify and seek assistance from the Coordinator of Campus Recreation-Sports Clubs.

4. It is required that all coaching volunteers attend a yearly information session. Prior to start of appointment, all coaching volunteers must complete the Workplace Answers: Sexual Harassment Training which is coordinated with the Coordinator of Campus Recreation-Sports Clubs. (Defensive Driving? Campus E-mail?)

5. The coaching volunteer must submit a new application form and updated information regarding coaching/volunteering experience each year.

6. COACH will not manage the TEAM’s administrative functions, which may include but is not limited to such functions as budget development and monitoring, schedule and oversee TEAM meetings, apply for funding, serving as primary TEAM contact/representatives to the University TEAM, and any external parties (e.g. opponents, league officials, governing bodies).
7. COACH will work with TEAM officers to help identify and achieve the short and long term goals of the TEAM.

8. COACH is not authorized to represent the TEAM to third parties unless specifically granted such authority by the TEAM president in writing.

9. COACH is not authorized to commit and/or guarantee the transfer of TEAM funds or resources to any event, vendor or third party.

10. COACH has a limited affiliation with the University and cannot represent the University under any circumstances. However as a Designated Volunteer the coach is defended and indemnified under the campus insurance programs should an issue arise, when the coach is acting within his/her role as coach, in a manner befitting the University

COACH’s Responsibilities:

1. Supervises practices, attends games, and assists in creating a healthy competitive environment according to policies and procedures stipulated by the TEAM and SPORTS CLUB PROGRAM.

2. Ensures that all TEAM members are educated on all safety procedures and potential injury in their particular sport according to guidelines set by that sport’s governing association.

3. Inspects and ensures that all facilities and equipment used by the TEAM are compliant with safety standards according to the governing organization for that sport. In the event such facilities and equipment are deemed potentially unsafe or not compliant, COACH will inform TEAM student leaders and allow them to make a decision regarding use of the facility or equipment.

4. Attends all official practices and competitions agreed upon in advance by the COACH and TEAM student leader.

5. Reports any disciplinary problems to the Coordinator of Campus Recreation Program within 24 hours.

6. Completes or assigns someone to complete an Incident or Accident Report form for any incident or accident that occurs during an on-campus or off-campus practice, competition or instructional hours. These reports should be submitted within 24 hours of each occurrence. (If field supervisors are in attendance, this becomes their responsibility.)
7. Abides by all rules and regulations set forth by the Sports Club Program staff including, but not limited to, the scheduling, cancellation and changes of practices and games.

8. Maintain and is able to prove current First Aid and CPR certification throughout the term of appointment.

COACH:

___________________________________________             ______________
Print Name                                      Signature                  Date

TEAM CHIEF ORGANIZATION OFFICER:

___________________________________________             ______________
Print Name                                      Signature                  Date

TEAM CHIEF FINANCIAL OFFICER:

___________________________________________             ______________
Print Name                                      Signature                  Date

Coordinator of Campus Recreation-Sports Clubs

Received on ____

Date