

Sport Club Coach/ Instructor Contract

18-19

Please Print

Sport Club: _____

Coach/Instructor Name: _____

Position: _____

Address: _____

City/Zip: _____

Email Address: _____

Phone Number: _____

Date Service Begins: _____

Date Service Ends: _____

I, agree to be the Coach/Instructor of the above named club. I understand and accept the roles, responsibilities, and authority of this position as described below and in the position description provided me by the club.

In accepting this position, I further understand:

1. That I am responsible and accountable to Sonoma State University, SSU Sport Club Program, Student Involvement, and the Sport Club for which I am coaching and providing instruction.
2. That I may act only in those areas in which I have been empowered by the Sport Club, subsequent to approval by the SSU Sport Club Program and Student Involvement. A Sport Club is first and foremost a student organization to be administered by elected student leaders.
3. That I shall not solicit money from any source, in the name of Sonoma State University or the above named club without approval of the club and the proper University officials.
4. That I will not receive any payment in cash, that I shall complete and return a Vendor Data Record (204 Form) and must be paid through approved University processes. IE. Students may not pay coaches with personal monies.
5. That I shall conduct safe and well-organized practice sessions/classes that will enable club members to develop and improve their skills.
6. That I shall give attention to appropriate safety practices, including inspection of sport gear and the reporting of any hazardous facility conditions.
7. That I am responsible for all medical or all other costs arising out of any bodily injury or property damage sustained by me in the performance of my duties.
8. That I shall promote fair play and good sportsmanship.
9. That I shall be familiar with the Sport Club Manual (provided to you) guidelines and procedures that govern the operation of the Sport Club Program. I am expected to abide by all applicable rules and regulations of the University and any conference, league, or association to which the club may belong.
10. That I shall represent the above named club, the Sport Club Program, Student Involvement, and Sonoma State University in a positive and professional manner.
11. That I shall adhere to all CSU, local, state and federal laws.
12. That I shall adhere to all University policies and procedures pertaining to clubs; including but not limited to Title V and Title IX.
13. That I must, prior to that start of game play, provide the Sport Club Program with a certificate of completion of the online Workplace Answers Sexual Harassment training, in which I will be automatically enrolled.

(continued on next page)

Payment Conditions:

Payment of \$ _____ per _____ (i.e. month, semester) will be issued on _____ (i.e. the first of every month, the last day of the semester). The first payment will be issued on _____ (include date) and the last payment will be issued on _____ (include date). Payments will stop if the coach/instructor is terminated or resigns from his or her position.

Month/Year	Amount	Month/Year	Amount
August 2018		February 2019	
September 2018		March 2019	
October 2018		April 2019	
November 2018		May 2019	
December 2018		June 2019	
January 2019		July 2019	

Additional Comments/Benefits (Optional):

All coaches must renew their contracts every year. As parties to this agreement, the Coach/Instructor and the Sport Club understand that either party may terminate this agreement at any time one party feels the obligations assumed by the other party are not being met. Furthermore, the Sport Club Program and Student Involvement reserve the right to terminate this agreement at any time. Termination must be in writing with the reasons for termination stated, and a copy of the termination must be provided to the Sport Club Program. This agreement may also be terminated by the Sport Club Council, the Sport Club Program or Student Involvement in the event the Coach/Instructor fails to meet the responsibilities described herein.

This agreement becomes effective when signed by the Coach/Instructor, Sport Club President, Sport Club Treasurer, the Sport Club Program and Student Involvement.

Please indicate your acceptance of this agreement by signing below.

Coach/Instructor Name (please print)

Signature

Date

Contact Phone Number

Email Address

Club President Name (please print)

Signature

Date

Contact Phone Number

Email Address

Sport Club Treasurer Name

Signature

Date

Contact Phone Number

Email Address

For Office Use Only:

Received by:

Director, Student Involvement
(Student Involvement)

Signature

Date Received