

# Coach's Agreement

The University of Colorado Collegiate Sport Club program strongly encourages each club to have a coach. While one of the primary goals of the Collegiate Sport Club Program is to develop student leadership, we recognize that some types of peer management may present difficulties for team leaders. Coaches may be volunteer or paid. Coach's compensation comes from club's CU student fees, gift, and fundraising accounts. If a coach is going to receive a salary, he/she must complete the University Payroll Papers. The coach must also complete and submit a timecard in order to receive payment. A blank timecard and completed example are also located in the Commonly Used Forms section of this manual. **Coaches MUST agree to and sign a Coach's Agreement. Volunteer coaches must ALSO sign the Volunteer Policy.** Failure to sign this agreement and the Volunteer Policy, if necessary, will result in disciplinary action as determined by the team's Collegiate Sport Clubs Coordinator that could include immediate termination.

## Coach's Agreement:

I, \_\_\_\_\_ agree to coach the \_\_\_\_\_ club.

I understand that my role and responsibilities include, but are not limited to the following:

1. **ROLE:** I understand that I will be representing the club as a coach and not as an administrator. I will allow the Club's President and other elected officials to manage the club's regular activities. However, I will work with the club's officers to achieve the short and long-term goals of the team. I have read and understand the Collegiate Sport Club mission and philosophy that places an emphasis on student leadership, participation, and development.

2. **COACHING:** I will endeavor to develop and improve the skills of the student-athletes on the team. I will be open and receptive to coaching suggestions from the student-athletes.

3. **SUPERVISION:** I will attend all practices and competitions for the entire duration of the competitive season. If I am not able to attend a practice or competition I will ensure that an appropriate replacement is available or I will give a copy of that day's practice or game plan to the club President. I understand that I am responsible for the actions of the team members during all practices, competitions, and travel. I will enforce the University of Colorado's Code of Conduct and all behavioral guidelines endorsed by the Collegiate Sport Clubs Program.

4. **ACCIDENT REPORTS:** In case of an incident involving injury to a club member, I will ensure that an accident report is completed and submitted to the Collegiate Sport Club Office within 36 hours.

5. **EMERGENCIES:** In case of an emergency, I will follow all emergency procedures as put forth in this manual.

6. **TEAM TRIPS:** I understand that I am required to be available for team travel. Exact dates will be specified by team officers in advance prior to travel. I understand that the goals of team travel include team building, student-leadership development and common enjoyment through recreation, physical activity and competition. I will encourage the fulfillment of these goals. I will be present at all practices and competitions during team trips. **I understand that I will be held accountable for the behavior of all team members during the entire duration of any team trip.** I understand that any team member violating the University of Colorado's Code of Conduct or the Collegiate Sport Clubs Program behavioral guidelines at any time throughout the duration of travel may result in immediate dismissal. I understand that my transportation and lodging costs are usually paid by the team, but I will be responsible for additional costs.

7. **COMPENSATION:** I agree to be paid a minimum total of \$\_\_\_\_\_ for the entire coaching \_\_\_\_\_ season. I understand that receiving payment is dependent upon my completion of all necessary University Payroll paperwork and submitting completed time cards to the Collegiate Sport Clubs office by the bi-weekly payroll deadline. I agree to be compensated in a minimum of two installments during each semester. I understand that under no circumstances will I receive an advance in my pay.

8. **RISK MANAGEMENT and SAFETY:** I will adhere to all established safety practices for my sport, including the inspection of equipment and facilities prior to any activity. I will report any hazardous conditions to my club's Collegiate Sport Club Coordinator. I will provide the safest possible environment for my team. I also agree to maintain **CPR**

**certification** and to submit proof of my certification to Collegiate Sport Club Office. I will oversee the Club Officers in ensuring that a fully stocked first aid kit is available at all team events held outside of the CU Recreation Center.

9. CONDUCT: I will act as a role model to the team members and ensure that all team members positively represent the University of Colorado at all times. I will follow all conduct guidelines in the Collegiate Sport Clubs manual and adhere to the University of Colorado's Code of Conduct. <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>)

10. DISCRIMINATION, HARRASSMENT, and CLERY ACT COMPLIANCE: I understand that all coaches are required to complete mandatory discrimination training within 30 days from their hire date. I completed/will complete this training on \_\_\_\_\_. I understand that the University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. I also have read and understand the power point presentation pertaining to the Clery Act and understand my responsibilities as a coach to report incidents or specific crimes as listed in the power point. Visit <http://police.colorado.edu/records-reports/clery-act-and-campus-security-authorities> for more detailed information.

11. OFFICER ELECTIONS: I agree to oversee team officer elections with the intent to ensure they are carried out on an annual basis.

12. OFFICER RESPONSIBILITIES: I will oversee all team officers with the intent to ensure they are performing all of their duties and responsibilities as assigned by the team and the Collegiate Sport Club program.

13. DISCIPLINE: I will report any violations of the University Code of Conduct or the Collegiate Sport Clubs behavioral guidelines to the Collegiate Sport Club Coordinators in a timely manner.

14. TEAM PURCHASES: I will follow all Collegiate Sport Club financial procedures as put forth in this manual. I understand that no expense may be reimbursed that has not been pre-approved and ordered through the proper purchasing channels.

15. BUDGET PROPOSALS: I agree to work with the team officers to develop and submit a budget plan by the date required by the Collegiate Sport Clubs office.

16. FACILITIES: I will oversee the completion of facility preparations and requests, in order to ensure they are completed by the team officers in a timely manner.

17. SPONSORSHIPS: In conjunction with the club officers, I will oversee any promotions, commercial sponsorships, and advertising in accordance with CU policies and the Collegiate Sport Clubs Coordinators.

18. MEETINGS: I agree to attend one general Coaches and Officers meeting per competitive semester, one mandatory organizational meeting per competitive semester, and one individual team Coaches and Officers meeting with my club's Coordinator once a year.

19. CONSUMPTION OF ALCOHOL: I understand the Collegiate Sports Club's guidelines (found in Chapter 15 of this manual) regarding the consumption of alcohol and use of illegal substances. I agree to refrain from alcohol consumption during all official team functions. I understand that I am responsible for the behavior of all club members at all official team functions and during the entire duration of team trips.

20. OPERATIONS MANUAL: I will abide by all policies and procedures as set forth in the University of Colorado Collegiate Sport Club's Operations Manual.

21. GENERAL: I understand that I will be held accountable and responsible to the club President, the University of Colorado, the Collegiate Sport Clubs Coordinators and Collegiate Sport Clubs Executive Board. I will adhere to all University of Colorado and State of Colorado policies. If my club belongs to any conference, league, or association, I will adhere to all conference, league, or association regulations.

22. DISMISSAL: I understand that I am eligible for dismissal from my coaching position at any time for any reason because I am an "at will" employee for the University of Colorado. Only the Collegiate Sport Club Coordinators have the ability to terminate my position that includes failure to abide by this agreement.

- **MID-SEASON DISMISSAL:** I understand that I am eligible for mid-season dismissal if I fail to complete any of my duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss me from my position. I understand that I may be immediately relieved of my position by the Program Coordinators if I, or any member of my team violates the University of Colorado's Code of Conduct or the Collegiate Sport Clubs Behavioral Guidelines at practices, competitions, or at any time during any team trips, on or off the competitive surface. I understand that I am also eligible for immediate dismissal if, at any time, the Program Coordinators determine that my behavior is detrimental to the team, Coordinators, the University of Colorado, or the Collegiate Sport Clubs Program.
- **MID-SEASON DISMISSAL PROCEDURE:** Team members or team officers may bring concerns regarding the coach to the attention of the Collegiate Sport Club Coordinators with proof of a coach's failure to perform his or her duties or a two-thirds vote to dismiss the coach. The Coordinators will make the final dismissal decision.
- **END-OF-THE-YEAR DISMISSAL:** I understand that I am eligible for dismissal at the end of the competitive season upon the review of the coach evaluations by the Collegiate Sport Club Coordinators.

My willful signature below indicates my acceptance of the conditions outlined above:

***Coach:***

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Printed Name	Signature	Date
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***Club President:***

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Printed name	Signature	Date
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***CSC Coordinator:***

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Printed name	Signature	Date
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