

Coach's Agreement

The University of Colorado Sport Club program strongly encourages each club to have a coach. While one of the primary goals of the 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 process. The coach must also complete and submit required forms in order to receive payment. **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 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 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 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 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 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. I agree to be compensated on a monthly basis and will work out a preferred schedule with the Sport Club office. 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 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 Sport Club Office.

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 Sport Clubs manual and adhere to the University of Colorado's Code of Conduct. <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>)

10. SELF-DISCLOSE all employees are required to self-disclose post-offer criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this letter represents your agreement to comply with this self-disclosure requirement.

You agree to uphold the highest ethical, professional, and legal standards as outlined by the University Code of Conduct found at: <https://www.cu.edu/ope/aps/2027>

11. DISCRIMINATION, HARRASSMENT, and CLERY ACT COMPLIANCE: I understand that in order to ensure a safe and non-discriminatory campus environment, all employees with authority to hire, promote, evaluate, discipline, grade, formally advise, or direct faculty, staff, students, or university programs are considered "responsible employees" and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving any member of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Training is required on related university policy. A list of required trainings is available at: <http://www.colorado.edu/hr/training/new-employees>.

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

13. DISCIPLINE: I will report any violations of the University Code of Conduct or the Sport Clubs behavioral guidelines (which are outlined in the sport club operations manual) to the Sport Club Coordinators in a timely manner.

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

15. MEETINGS: I agree to attend one general Coaches meeting per competitive semester and one mandatory organizational meeting per competitive semester.

16. FEDERAL DRUG FREE SCHOOL and CONSUMPTION OF ALCOHOL: In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. Additional information can be found at: <http://www.colorado.edu/hr/policies-guidance/alcohol-drugs-guidelines>. I understand the Sports Club's guidelines regarding the consumption of alcohol, marijuana, and 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.

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

18. GENERAL: I understand that I will be held accountable and responsible to the club President, the University of Colorado, and the Sport Clubs Coordinators. 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.

19. DISMISSAL: I understand that I may be dismissed from my coaching position at any time for any reason because I am an “at will” employee for the University of Colorado. Only the 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 may be dismissed mid-season 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 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 Sport Clubs Program.
- MID-SEASON DISMISSAL PROCEDURE: Team members or team officers may bring concerns regarding the coach to the attention of the 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 Sport Club Coordinators or by a two-thirds vote by the team.

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

Coach:

Printed Name	Signature	Date
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Club President:

Printed name	Signature	Date
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Sport Club Assistant Director:

Printed name	Signature	Date
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