THE COLLEGE OF NEW JERSEY
INTRAMURAL AND RECREATION SERVICES
COACH/INSTRUCTOR AGREEMENT

This agreement between the Instructor/Coach (_________________________) and the Club Sport (________________________) must be completed, signed, and returned before being officially recognized.

I, __________________________, agree to be the Instructor/Coach of the above named sport club. I have proper certification by a national certifying agency and/or written documentation of competence and/or demonstrated a background in my area of expertise, and I have attached copies of these with this agreement. I understand my roles and responsibilities include, but are not limited to, the following (or other attached role and responsibility agreement):

1. The Instructor/Coach should restrict his/her contributions to instructing and coaching and should not have active involvement in club management. A club sport is first and foremost a student organization and as such, the Student Representative must serve as the liaison between the Club and Director of Intramurals and Club Sports (from now on, DOICS), not the Instructor/Coach. The key to the success of the club sports program is the emphasis placed on student leadership and participation.
2. The Instructor/Coach may not be an undergraduate student. If the Instructor/Coach is an undergraduate student then they are considered team members and not Instructor/Coaches.
3. The Instructor/Coach shall not solicit contributions from any source or purchase, rent or obtain anything in the name of the College without prior approval of the DOICS.
4. The Instructor/Coach is encouraged to maintain current First-Aid and CPR certifications. In the event of an accident or injury, the Instructor/Coach and the Club President agree to complete and turn in an Injury report to the DOICS within 24 hours of its occurrence.
5. The Instructor/Coach should seek to develop and improve the skills of club members.
6. The Instructor/Coach should assist the club in implementing safety practices for all participants including the inspection of sports equipment and the reporting of any hazardous facility conditions.
7. The Instructor/Coach should model and promote “good sportsmanship” on and off the field, and should work under the assumption that all other players and coaches are as honest and sportsmanlike as she/he is.

8. The Instructor/Coach should become familiar with the current staff/faculty materials (i.e. policy against discrimination and/or sexual harassment). This includes applicable sections of the college’s Student/Faculty & Staff handbooks, which can be found on the college’s web page.

9. The Instructor/Coach is responsible and accountable to the DOICS, as well as to the sport club itself. The Instructor/Coach is required to conform to and abide by all rules and regulations of the College, and all conferences, leagues, or associations to which the club may belong.

10. The Instructor/Coach must abide by the Hazing Laws by The College of New Jersey as well as The State of New Jersey. Failure to follow these rules will result in immediate removal as a Coach/Instructor.

11. The Instructor/Coach is generally a volunteer position (however, the State of New Jersey and The College of New Jersey do not allow volunteers) unless other arrangements have been authorized by the student Club Sport Representative and the DOICS. (Contingent Worker). The Instructor/Coach is ineligible for any employee benefits, including workers compensation. Any other arrangement of payment from the Club Sport Funding, lesson fee, etc., must be specified and attached to this agreement. This must include: Stipend w/beginning and ending date, or the amount per hour/sessions, number of meetings, and timing of payments, no advances are given and the preferred payment options are two times a term or at the end of a term.

12. The Instructor/Coach recognizes that she/he serves at the discretion of the student club sport members, The College of New Jersey, and the DOICS. Periodic evaluations of student satisfaction and performance will be conducted by the DOICS.

My Qualifications include (include any certification held): ____________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

My goals and expectations of Coaching/Instructing this club are: ____________________

__________________________________________________________________________

__________________________________________________________________________

Please indicate your acceptance of the foregoing conditions and statements by signing this agreement in the place indicated for your signature.

Coach/Instructor: ________________________________ Date: ____________________

(signature)

Coach/Instructor printed name: ________________________________

Sport Club President: ________________________________ Date: ____________________

(signature)

Sport Club President printed name: ________________________________

DOICS Approval: ________________________________ Date: ____________________

(signature)

DOICS printed name: ________________________________

Please complete the 4th Page of this agreement with all requested information to be kept on file in the office of the Director of Intramurals and Club Sports.
Sport Club: ________________________

COACH/INSTRUCTOR CONTACT INFORMATION

Name: _____________________________________________________

Address: ___________________________________________________

Phone: ______________________________________________________

Email: _______________________________________________________

Are there any other outside individuals that should be identified as working with the team in an assistant coach/instructor/consulting role (they, too must complete one of these agreement forms)?  Yes  No

Name: ________________________  Name: ________________________
Position/Role: __________________ Position/Role: __________________
Phone#: ________________________ Phone#: _______________________
Address: ________________________ Address: ______________________

____________________________________________________

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