

Kennesaw State University Sport Club Coach Agreement

I, _____ agree to coach the _____ team. I understand that my role and responsibilities include, but are not limited to the following:

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

2. **COACHING:** I will endeavor to develop and improve the student-athletes skills 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 adequate replacement is available or I will give a copy of the day's practice or game plan to the club President. I understand that I am responsible for the actions of the team members at practice, while competing, and during travel. I will enforce KSU's Code of Conduct and all behavioral guidelines of 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 by me, the club President, or a team member that was present at the time of the accident, and that it is turned into the Collegiate Sport Club Office within 24 hours of the event.

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 goals of team travel include team building, student-leadership development, and common enjoyment through recreation, physical activity, and competitions. I will do my best to 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 period of all team trips.** I understand that any team member's violation of KSU's Code of Conduct or the Collegiate Sport Clubs Program behavioral guidelines at any time, on or off the competitive surface, while on a team trip, may result in immediate dismissal.

7. **Honorarium:** I agree to be paid no more than a total of \$_____ from the team fundraising or club dues account for the entire competitive season of coaching. I understand that receiving the honorarium is dependent upon my completion of all necessary University paperwork.

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 and all 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. If possible, I also agree to be CPR certified, 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.

9. CONDUCT: I will conduct myself professionally and as a role model for the team and ensure that all team members positively represent KSU at all times. I will follow all conduct guidelines in the Collegiate Sport Clubs manual and adhere to Kennesaw State University's Code of Conduct which can be found: (http://www.kennesaw.edu/student_life/forms/shb/SHB_0708.web.pdf)

10. DISCRIMINATION: I understand KSU'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 understand that in order to comply with the policies I must set team performance standards for attitude and/or ability and any other category as I see fit in writing prior to team try-outs, making cuts, or prohibiting any student from becoming a member of my team. I understand that I must also document the inability of a student to meet these standards prior to cutting him/her from the team or prohibiting him/her from becoming a member of the team.

11. OFFICER ELECTIONS: I agree to observe team officer elections with the intent to offer elections on a yearly basis.

12. OFFICER RESPONSIBILITIES: I will observe all team officers with the intent to ensure they are performing all of their duties to the team, and responsibilities to 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 Coordinator within 24 hours of the infraction.

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 program.

16. FACILITIES: I will oversee the completion of facility preparations and requests in order to ensure the team officers complete them in a timely manner.

17. SPONSORSHIPS: In conjunction with the club officers I will oversee any promotions, commercial sponsorships, and advertising.

18. MEETINGS: I agree to attend one general Coaches and Officers meeting per competitive semester, one mandatory team 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 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 team members at all official team functions and during the entire duration of team trips.

20. OPERATIONS MANUAL: I will abide by all procedures and policies as put forth in KSU's Collegiate Sport Club's Operations Manual.

21. Participation in the Club Sport Program is completely voluntary; therefore, monetary rewards or scholarships shall not be promised nor given to any member or prospective member by the coach, or any designee.

22. GENERAL: I understand that I will be held accountable and responsible to the club President, KSU, the Collegiate Sport Clubs Coordinators and Collegiate Sport Clubs Executive Board. I will adhere to all KSU and State of Georgia policies in addition to any conference, league, or association regulations.

23. DISMISSAL: I understand that I am eligible for dismissal from my coaching position according to the guidelines. Only the Collegiate Sport Club Coordinator has the ability to terminate my position, though any failure to abide by this agreement may be grounds for termination. Coaches can be terminated at anytime.

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 KSU's Code of Conduct or the Collegiate Sport Clubs Behavioral Guidelines at practices, competitions, or at any time during team travel.. 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, KSU, 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's evaluations by the Collegiate Sport Club Coordinators.

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

Printed name	Coach's Signature	Date
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Printed Name	Club President's Signature	Date
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Printed Name	Collegiate Sport Clubs Coordinator Signature	Date
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