

Santa Clara University

Club Sports: Coach/Instructor Letter of Agreement

Each Club Sports team that chooses a coach (paid or volunteer) must have every coach/instructor complete this form.

Coach Name: _____ SS#: _____
↳ Needed for coaching payments
Address: _____ Phone: _____
_____ Email: _____

As a coach employed by the _____ Club Sport team at Santa Clara University,
I will report to the Club Sport team, and the Club Sport athletes according to the following:

1. I will abide by all policies and procedures set forth by the University, the Department of Athletics and Recreation, the national governing organization and the league. I will be responsible for making myself aware of all above policies as well as the policies found in the Club Sports Handbook.
2. I understand and adhere to the concept that Club Sports are student led and student run, and any suggestions that I have for the Club must be approved by the elected student leadership group. I further understand that all financial matters pertaining to the Club will be sole responsibility of the student leadership group, and I will refrain from any decision-making in this area.
3. I understand that I represent the Campus Recreation Club Sport Program, the Department of Athletics and Recreation, as well as Santa Clara University. I will not in any way use my position as a coach to engage in activities that are not specifically approved and sanctioned by the entities listed above.
4. I will refrain from making appointments with the Athletic Director, Director of Recreation, or any other person to discuss club business without first informing the Club Sports Office Staff.
5. I will agree to attend all mandatory coaches meetings set by the Club Sport Program for the duration of my contract. These meetings will be scheduled on a need basis.
6. I understand that as a representative of Santa Clara University, I will hold myself to the standards of sportsmanship required by the Department of Athletics and Recreation in regards to all opposing players, coaches, league administrators, and officials.
7. I agree to show respect for Santa Clara University facilities and any other host facilities used for club activities.
8. I will serve as a role model for appropriate and professional behavior while representing the team on and off campus.
9. I understand that team members, including coaches, are required to be drug and alcohol free while representing the Club Sports Program and I will uphold this policy during my contact with the team.
10. I understand and agree to refrain from any form of physical, mental, or emotional hazing of my players, consistent with the guidelines and standards set by Santa Clara University.
11. I understand that the term of my job is from _____ to _____. Any agreement renewal is contingent upon approval from the Assistant Director of Recreation, the Club Sport Coordinator, and the Club Membership. Automatic renewal of this agreement is neither implied nor guaranteed.
12. I agree to be paid a salary of _____. I understand that the officers on my team must submit an Independent Contractor Form in order for me to be paid (payments are not automatically generated based on this agreement).
13. I understand that my relationship with the team is solely that of an independent contractor and my employees or sub-contractors are not in any way acting as employees or agent of the team or Santa Clara University. I understand that I am responsible for direct payment of any federal or state taxes on the compensation paid under this Agreement, as well as for any such payments with respect to my employees or subcontractors. I further understand that as an independent contractor I am not authorized to bind Santa Clara University or make any representations on its behalf in any matter

As parties to this agreement, the Coach/Instructor and the Club Sport team 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. Termination must be in writing with the reasons for the termination stated, and a copy of the letter of termination must be provided to the Assistant Director of Recreation.

_____ Club Sport President - initial here to indicate approval of coach.

Club Coach Date

Copy Received by:

Assistant Director of Recreation Date

[Please attach copies of coaching resume, current coaching certifications and/or First Aid/CPR/AED certifications]