

LAFAYETTE COLLEGE RECREATION SERVICES

**INSTRUCTOR EMPLOYMENT AGREEMENT FOR**

The instructor may act only in those areas in which he/she has been empowered by the club. A sports club is a student organization to be administered by elected student leaders, who serve as the liaison between the club membership and the College. **Note: Risk Level 1 Sports must have an approved instructor who is First Aid & CPR certified and present for all contact practices and competitions.**

- Conduct oneself in a professional manner that will reflect positively upon the club and the College.
- Adhere to Lafayette Colleges Sexual Misconduct policy, which defines sexual harassment and clearly states "... any romantic advance or sexual relationship between the student and the particular instructor is prohibited. For the purposes of this policy, the term 'instructor' shall include athletic coaches." It is the responsibility of the coach to maintain appropriate boundaries and to notify the club officers or the Club Sports Coordinator if he or she is having difficulty maintaining those boundaries.
- Adhere to safety standards as applicable to the particular sport /activity for collegiate level participation and by the Department of Recreation Services.
- Abide by all applicable rules and regulations of the College, Student Government and Recreation Services (fundraising, purchasing, travel and handling of emergencies).
- Abide by all applicable rules and regulations of the conference, league or association to which the club may belong
- Develop and supervise weekly practices in-season
- Guide captains on technique and training.
- Manage the balance of developing fitness and skill with beginners.
- Teach the sport specific skills in a sequential and appropriate progression from the most fundamental to more complex
- Work with the club executive officers on overall program development.
- Promote fair play and good sportsmanship at all practices and competitions
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**Commitment & Compensation:**

This is an agreement starting \_\_\_\_\_ and ending \_\_\_\_\_. This position is classified as a part-time employee and will be compensated at an hourly rate of \_\_\_\_\_ for a maximum of \_\_\_\_ hours. The hours will breakdown to approximately \_\_\_\_ hours per week for \_\_\_\_\_ weeks.

An access pass to Allan P. Kirby Sports Center is included for the instructor and spouse (pending an appointment with Director of Recreation Services for a picture ID card).

If in the opinion of the Lafayette College designated representatives or the club's executive board, if at any point the instructor is not working in the best interests of the club, he/she/they can be relieved of all responsibilities, making this agreement null and void.

**If you are in agreement with these terms and agree to abide by the attached Ethics Policy please sign below and return.**

Coach Signature: \_\_\_\_\_ Date \_\_\_\_\_

Coach Printed Name: \_\_\_\_\_

Coach Email: \_\_\_\_\_ Coach Phone Number: \_\_\_\_\_

Club President Signature: \_\_\_\_\_ Date \_\_\_\_\_

Club Treasurer Signature: \_\_\_\_\_ Date \_\_\_\_\_

College Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Jodie Frey, Director of Recreation Services

## LAFAYETTE COLLEGE DEPARTMENT OF RECREATION SERVICES

### Ethics Policy

The Department of Recreation Services adheres to the College's Employee Handbook and the Student Code of Conduct and is guided by the standards established by our respective professional associations. All professional staff and student employees are expected to behave in accordance with the ethics policy and shall encourage others to do the same. While delivering programs and services, employees must maintain a high level of objectivity in regard to the welfare of individuals and our community as a whole. By accepting employment, you acknowledge a personal responsibility for assuring that your workplace conduct and the facility atmosphere meets the following expectations:

### Competence

- Perform all duties within the limits of your training and expertise.
- Practice nondiscrimination on the basis of diversity related to age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or sexual identity.
- Take advantage of opportunities for professional development when possible.
- Refrain from engaging in or supporting any activity that might reflect poorly on the department.

### Confidentiality

- Protect all personal information and resources, according to HIPAA and FERPA, except when disclosure is authorized and legally required.
- Maintain a professional relationship and respect for the personal practices of others except where the person poses a danger to him/herself or could be a danger to others.

### Credibility

- Be objective, and insure through our actions and decisions the impartial treatment of others.<sup>3</sup>
- Communicate all internal and external information to the management in a truthful and accurate manner to facilitate timely execution of their entrusted responsibilities.<sup>2</sup>
- Recognize and avoid personal conflicts of interest<sup>3</sup> or the appearance thereof in all transactions.

### Civility

- In addition to maturity and self-control, conduct yourself so as not to cause any physical, emotional or mental harm to others<sup>4</sup> or create an intimidating, hostile, or offensive environment.
- Promote respect for the dignity and worth of each member, and refrain from harassment of any kind which includes wearing appropriate clothing that does not convey any profane and/or bigoted messages.<sup>1</sup>
- Ensure a safe and supportive atmosphere, which protects the well-being of individuals, to the extent they will feel welcomed and secure enough to participate.

I have reviewed and understand the contents of the Ethics Policy. I have also had the opportunity to ask questions and I am satisfied with the clarity of the explanations I was given. As an employee of the Lafayette College Department of Recreation Services, I agree to help create and sustain the environment described in the ethic policy. I understand that failure to meet the expectations identified within the Ethics Policy will result in a range of consequences from verbal warnings to immediate dismissal.

Coach Signature: \_\_\_\_\_

Date \_\_\_\_\_

Coach Printed Name: \_\_\_\_\_

<sup>1</sup> East Stroudsburg University Recreation Center's Code of Conduct

<sup>2</sup> NIRSA Campus Recreation: Essentials for the Professional

<sup>3</sup> Council for the Advancement of Standards in Higher Education

<sup>4</sup> Lafayette College Student Code of Conduct