

LAFAYETTE COLLEGE RECREATION SERVICES

SPORT CLUB INSTRUCTOR AGREEMENT

This agreement establishes the terms of employment for instructors hired to support Lafayette College Sports Clubs, which are student-run organizations receiving formal recognition to exist by Student Government.

Instructors report directly to the Recreation Services professional staff for administrative oversight. This includes authority for endorsement of hiring/re-hiring recommendations, compensation increases, the release of an employee, and freezing club funds when required criteria have not been met. Recreation Services will be responsible for processing hours submitted by the instructor in accordance with college procedures and maintaining personnel records.

New instructors must delay engaging in any activity with the club until all paperwork has been completed and they have been cleared by the appropriate administrative entities.

Instructors are expected to collaborate closely with club officers for programmatic direction related to the stated purpose and athletic activity outlined in the club's constitution. Instructors must coach and guide team members while adhering to applicable federal, state, NGO/NGB, conference/league, College and Department of Recreation Services guidelines. The coach should discuss club matters with the club officers as opposed to working directly with outside entities and third parties.

Instructors are primarily hired to provide activity-specific instruction, skill development, and support to sport club participants. The coach responsibilities are not those of a varsity coach. Student officers shape the goals of the organization, determine dues structure, monitor budgets and submit much of the required paperwork. Instructors contribute by designing and leading practice sessions; providing safe, inclusive, and respectful instruction; and helping clubs navigate conference/league policies and procedures.

- Display professionalism in a manner that reflects positively upon oneself, the club, and the College.
- Adhere the Lafayette College 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.
- Maintain First Aid and CPR certification, a requirement for risk level 1 & 2 sports, and be present for all contact practices and competitions. Any clarification about what defines contact will be answered by Recreation Services. For all other risk levels, develop and supervise practices as requested, and the budget will allow, by the executive board.
- Provide appropriate progression of skills for beginners and advanced club members. Follow activity-specific best practices for safety, NGO/NGO, or collegiate league/conference safety standards. Also, adhere to safety standards as applicable to the particular sport /activity based on the Department of Recreation Services Sports Club Manual.
- Abide by all applicable rules and regulations of the College, Student Government and Recreation Services (fundraising, purchasing, travel and handling of emergencies).
- Ensure club members abide by all applicable rules and regulations of the conference, league or association to which the club may belong
- Manage the balance of developing fitness and skill with beginners.
- Work with the club executive officers on overall program development and final decisions in matters relating to competition rosters, leadership structure, and team philosophy. Instructors are both advisors and educators.
- Instructors are encouraged to attend executive board or team meetings when requested by the students or the Recreation Services professional staff.
- Promote fair play and good sportsmanship at all practices and performances/competitions
- Report all injuries, misconduct, or safety concerns to Recreation Services.

See attached Addendum for additional conditions.

In coordination with the executive board of the _____, Recreation Services is recommending the appointment of _____ for the position of _____ beginning no earlier than _____ and valid until June 30th, _____.

This position is classified as part time and will pay an hourly rate of _____ for a maximum of _____ hours. Instructors **must submit hours on a bi-weekly basis** through a survey link provided after all employment paperwork is completed.

An access pass to Allan P. Kirby Sports Center is included for the instructor pending an appointment with the Associate Director / Director of Recreation Services to complete new employee paperwork.

If, in the opinion of Lafayette College professional staff and/or the club's executive board, the instructor is not acting in the best interest of the club or is violating policy, this agreement may be terminated at any time. Instructors also reserve the right to terminate this agreement with a written notice with a minimum of two weeks notice.

A signature below will indicate agreement with these terms. Please sign below and return.

Coach Signature: _____ Date _____

Coach Printed Name: _____

Club President Signature: _____ Date _____

Club Treasurer Signature: _____ Date _____

Recreation Services Endorsement: _____ Date _____

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 club, department or College.

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.
- Communicate all internal and external information to the management in a truthful and accurate manner to facilitate timely execution of their entrusted responsibilities.
- Recognize and avoid personal conflicts of interest 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 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.
- 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 Ethics 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: _____