

## ***William Paterson University Club Sports Instructor/Coach Contract***

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**Team:** \_\_\_\_\_ **Compensation:** \_\_\_\_\_

In accepting this assignment as a member of William Paterson University Auxiliary Organization, Inc, doing business as the William Paterson University of New Jersey Student Government Association (SGA), I accept the responsibility to abide by the rules and regulations of the SGA and the University. I have proper certification by a national certifying agency or written documentation of competence and background in my area of expertise and I will submit copies of these with this contract. I understand my roles and responsibilities include, but are not limited to, the following:

1. The Instructor/Coach should restrict his/her contributions to instruction and coaching. The Instructor/Coach should seek to develop and improve the skills of club members.
2. The Instructor/Coach shall not solicit money from any source, or purchase, rent, or commit anything in the name of William Paterson University or the SGA without approval from the SGA Financial Manager and the Office of Campus Activities and Student Leadership.
3. The Instructor/Coach is required to maintain current First Aid and CPR certification and will provide proof to the office of Campus Activities and Student Leadership.
4. The Instructor/Coach should develop and employ safety practices for all participants to include the inspection of sports gear (if applicable) and the reporting of any hazardous facility conditions.
5. The Instructor/Coach will attend all competitions and practices.
6. The Instructor/Coach should become familiar with University resource manuals, such as, the William Paterson University Student Handbook, the William Paterson University Club Sports Manual, and the SGA constitution.
7. The Instructor/Coach is required to attend monthly and/or end of semester meetings with specific University personnel.
8. The Instructor/Coach is responsible and accountable to the SGA office for clubs and organizations, as well as the club sport that the coach works with. The Instructor/Coach is required to conform to and abide by any applicable rules and regulations of William Paterson University, and any conference, league, or association to which the club may belong.
9. The Instructor/Coach is responsible to uphold University academic requirements as detailed in the Student Handbook and when notified, comply with restricting play/participation of any player not meeting the academic requirements.
10. The Instructor/Coach will seek counsel with University officials regarding any situation that may have an adverse impact on the students or University as a whole as soon as possible.
11. The Instructor/Coach must report all incidents, injuries, and disciplinary action to University personnel within 24 hours of the incident.
12. The Instructor/Coach must remain in contact with the Club Sports Advisor and be available via cell phone or e-mail and respond to inquiries within a reasonable time frame.

Failure to abide by the above said rules; National, Regional, Conference, University, and Department rules may result in disciplinary action up to and including termination.

I understand compensation noted above is payable upon the club meeting all financial requirements and that the club remains in good financial standing with the SGA. Further, I understand that my salary may be paid in full at the end of the season, or in 2 installments, half mid way through the season and the remaining balance at the end of the season.

The term of this assignment shall be for the period beginning **June 1, 2014 and ending May 31, 2015.**

This agreement can be terminated by either party at anytime.  
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Please indicate your acceptance of the foregoing conditions by signing this contract in the place indicated for your signature.

INSTRUCTOR/COACH Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
*(Please Print)*

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
*(Preferred for WPU/SGA Use)*

WILLIAM PATERSON REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**William Paterson University  
Student Government Association  
Campus Activities and Student Leadership**