

Coach's Agreement

The Butler University Club Sports program strongly encourages each competitive club to have a coach. While one of the primary goals of the Club Sports Program is to develop student leadership, we recognize that some types of peer management may present difficulties for team leaders. Coaches may be volunteers or paid. Coach's compensation comes directly from the club's financial accounts. The coach must also complete and submit required forms in order to receive payment. Coaches MUST agree to and sign a Coach's Agreement as well as the [Code of Responsibility](#), [Affiliate University ID Request](#). Failure to sign this agreement, the [Code of Responsibility](#), or the [Affiliate University ID Request](#) will result in disciplinary action as determined by the Club Sports staff that could include immediate termination.

Coach's Agreement:

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

1. **ROLE:** I understand that I will be representing the club as a coach and not as an administrator. I will allow the Club's President and other elected officials to manage the club's administrative activities. However, I will work with the club's officers to achieve the short and long-term goals of the team. I have read and understand the Club Sports Manual and understand that our program places an emphasis on student leadership, participation, and development.
2. **COACHING:** I will endeavor to develop and improve the skills of the student-athletes 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 appropriate replacement is available or I will give a copy of that day's practice or game plan to the club President or designated officer. I understand that I am responsible for the actions of the team members during all practices, competitions, and travel. I will enforce the [Butler Club Sports Manual](#) and University policies and all behavioral guidelines endorsed by the 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 and submitted to the Sport Club Office within 48 hours, completed by myself or the officer responsible for such reporting.
5. **EMERGENCIES:** In case of an emergency, I will follow all emergency procedures as put forth in the Club Sports Manual and the Coaches 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 the goals of team travel include team building, student-leadership development and common

enjoyment through recreation, physical activity and competition. I will 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 duration of any team trip. I understand that any team member violating the Club Sports Manual or Butler University's student handbook at any time throughout the duration of travel may result in immediate dismissal. I understand that my transportation and lodging costs are usually paid by the team, but I will be responsible for additional costs.

7. **COMPENSATION:** I agree to coordinate with the club on compensation amount and will submit the Coaches Compensation agreement when that has been decided. I understand that receiving payment is dependent upon my completion of all necessary paperwork. I understand that under no circumstances will I receive an advance in my pay.
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 activity. I will report any hazardous conditions to my club's safety officer. I will provide the safest possible environment for my team. I also agree to maintain CPR certification and to submit proof of my certification to Club Sport administration.
9. **CONDUCT:** I will act as a role model to the team members and ensure that all team members positively represent Butler University at all times. I will follow all conduct guidelines in the Club Sports Manual and the university's code of conducts.
10. **DISCRIMINATION, HARASSMENT, and CLERY ACT COMPLIANCE:** I understand that in order to ensure a safe and non-discriminatory campus environment, all affiliates with authority to hire, promote, evaluate, discipline, grade, formally advise, or direct faculty, staff, students, or university programs are considered "responsible employees" and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving any member of the BU community that is disclosed to them to the [Title IX Coordinator](#). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Training is required on related university policy.
11. **OFFICER RESPONSIBILITIES:** I will oversee all team officers to help ensure they are performing all of their duties and responsibilities as assigned by the team and the Club Sports program.
12. **DISCIPLINE:** I will report any violations of the University's Code of Conduct or the Club Sports Manual to the Club Sports administration in a timely manner.
13. **TEAM PURCHASES:** I will follow all Club Sports financial procedures as put forth in the Club Sports manual. I understand that all expenditures will be made and approved by

the team's officers. I understand that no expense may be reimbursed that has not been pre-approved and ordered through the proper purchasing channels.

14. MEETINGS: I agree to attend any Coaches meeting given the appropriate notification of such a meeting.

15. GENERAL: I understand that I will be held accountable and responsible to the club President, Butler University, and the Club Sports staff. I will adhere to all Butler University policies. If my club belongs to any conference, league, or association, I will adhere to all conference, league, or association regulations.

16. DISMISSAL: I understand that I may be dismissed from my coaching position at any time for any reason because I am an "at will" affiliate of Butler University. The Club Sports professional staff have the ability to terminate my position that includes failure to abide by this agreement.

- a. MID-SEASON DISMISSAL: I understand that I may be dismissed mid-season 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 Club Sports professional staff if I, or any member of my team violates University or Club Sports policies at practices, competitions, or at any time during any team trips, on or off the competitive surface. I understand that I am also eligible for immediate dismissal if, at any time, the Club Sports staff determine that my behavior is detrimental to the team, officers, Butler University, or the Club Sports Program.
- b. MID-SEASON DISMISSAL PROCEDURE: Team members or team officers may bring concerns regarding the coach to the attention of the Club Sports Staff with proof of a coach's failure to perform his or her duties or a two-thirds vote to dismiss the coach. The Club Sports Staff will make the final dismissal decision.
- c. 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 evaluations by the Club Sports Staff or by a two-thirds vote by the team.

- ☐ I have read the above agreement and accept what is written
- ☐ I have read the Club Sports Coach's Manual
- ☐ I have read the Club Sports Manual
- ☐ I agree to complete all required trainings within the two week timeframe

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

_____ Printed Name	_____ Signature	_____ Date
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