



# CAMPUS & COMMUNITY RECREATION

## CLUB SPORTS PROGRAMS COACH & CHOREOGRAPHER AGREEMENT

Coaches and choreographers may be required specific to each club in the Campus & Community Recreation Club Sports Program. The agreement is made between the club Executive and the Coach / Choreographer, with documentation verification completed by Club Sports staff. Clubs may seek the assistance from Club Sports staff to lead their club through the coach and choreographer onboarding process.

It is imperative that a Service Provider maintains the same philosophy of student development incorporated into the Club Sports Program and Campus & Community Recreation. The coach and/or choreographer must allow the students to take on the administrative requirements of the Club Sports Program and concentrate their efforts on coaching / choreographer decisions **only**.

<b>Club Name</b>	
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<b>Coach / Choreographer Information</b>	
<b>Name</b>	
<b>Position Title</b>	
<b>Address</b>	
<b>City</b>	
<b>Province</b>	
<b>Postal Code</b>	
<b>Cell Phone</b>	
<b>Email</b>	
<b>Payment Terms</b>	
<b>Agreement Begins</b>	
<b>Agreement Ends</b>	

Each person brought in to support the club needs to be discussed and verified through the Club Sports Program staff. There are several different variations of coach / choreographer that will need certain documentation based on their classification:

<b>Coach &amp; Choreographer Classification</b>
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Membership Type		Payment Type	Requirements	Selection
A	Current UofA Student	paid	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	
B	Current UofA Student	volunteer	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● Volunteer Hours tracking</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	
C	Alumni / Community / Non UofA Student	paid	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● criminal record check (including vulnerable sectors)</li> <li>● VVC membership</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	
D	Alumni / Community / Non UofA Student	volunteer	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● criminal record check (including vulnerable sectors)</li> <li>● VVC membership</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● Volunteer Hours tracking</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	
E	Current UofA Staff / Faculty	paid	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	
F	Current UofA Staff / Faculty	volunteer	<ul style="list-style-type: none"> <li>● Club Sports staff communication and approval</li> <li>● ActivityReg registration</li> <li>● Risk management training</li> <li>● Volunteer Hours tracking</li> <li>● copy of certification(s) *competitive clubs only</li> </ul>	

## Term

Coach / Choreographer support will end no later than April 30, 2024. All coaches / choreographers must re-apply for their positions after the expiry date regardless of how long they have been affiliated with the club. The person who serves in a coach and/or choreographer role will not be considered an employee of the University of Alberta.



## Certifications

For Competitive club classifications, all coaches and/or choreographers selected by a club must have coaching certifications and/or endorsements recognized by their National Sport Organization (NSO) and/or Provincial Sport Organization (PSO). If a coach / choreographer does not have a nationally recognized certification/endorsement, they must attend the required clinics offered by the NSO/PSO. Continued education and training in sport-specific coaching theory is strongly recommended for all Club Sports coaches.

A copy of the certification(s) will need to be provided to Club Sports Staff to [clubsports@ualberta.ca](mailto:clubsports@ualberta.ca).

## Payment

It will be at the Club's discretion and approval from the Club Sports Staff on the structure of payment (or non-payment) to be issued to each Service Provider. Some clubs may choose the following, using their club funds (or other approval sources of revenue):

- payment to a coach / choreographer for their services provided
- payment of coach / choreographer criminal record checks
- payment for travel and associated costs of coach
- gifts in kind to coach / choreographer (e.g. club merchandise)
- payment of registration fees (VVC and/or ActivityReg)

## Contactors Conduct Guidelines

1. The coach and/or choreographer shall be aware of and follow all University and department procedures relative to the Club Sports Program. The club executive should schedule an appointment with the Club Sports Staff and Service Provider to cover these procedures.
2. The coach and/or choreographer should restrict his/her contributions to coaching/choreography and should refrain from activities involved in the club's management. A Club Sport is first and foremost a student organization. The philosophy and key to the success of the Club Sports Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach, must serve as the liaison between the Club and the Club Sports Staff.
3. Club business matters (hosting tournaments, submitting forms, equipment requests, etc.) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.
4. Coaches and/or choreographers should refrain from discussing Club Sport matters with anyone but the Club and Club Sports Staff.
5. Participation in the Club Sports Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. If club scholarship funds have been established, a committee of club members shall decide who will receive these rewards according to the written guidelines for that account.
6. Coaches and/or choreographers should help ensure good sportsmanship at all times. Club members are representative of the University of Alberta and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off-campus, contact with other teams and institutions, and interactions with event staff.
7. Campus & Community Recreation has an obligation to protect the student members of the Club Sports Program. If in the opinion of the Club Sports Staff, students are being neglected or misled by the coach or if the coach/choreographer is not working in the best interest of the club, the coach and/or choreographer will be released from their position within the club.

8. Coaching/Choreography is not only an obligation to develop skills, condition and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that coaches/choreographers purchase travel, medical and liability insurance.
9. Coaches and/or choreographers need to be aware that the Campus & Community Recreation Competitive Tier and Performance Tier system is *not* on a path toward University of Alberta varsity status.

### Terms & Conditions

I agree to be a \_\_\_\_\_ of the above named University of Alberta Club under the management of Club Sports Programs in the Campus & Community Recreation department. I understand and accept the roles, responsibilities and authority of this position as described below and in the position description provided me by the club.

In accepting this position, I further understand:

1. That I am responsible and accountable to all club members, University of Alberta students, the University of Alberta Campus & Community Recreation Department, the Coordinator of the Club Sports Program and the Club Sport for which I am coaching and providing instruction.
2. That I may act only in those areas in which I have been empowered by the Club Sports Program; a Club Sport is first and foremost a student organization to be administered by elected student leaders.
3. That I shall not solicit money from any source, in the name of the University of Alberta or the above named club without approval of the club and the proper University officials. I cannot conduct any business within the club or the University of Alberta.
4. That I am not a university employee and will be compensated solely by the Club Sports Program at an agreed upon amount for services in which I provide; I can be terminated at any time.
5. That I shall conduct safe and organized practice sessions/classes that will enable club members to develop and improve their skills. I understand that CCR can ask to see practice/lesson plans.
6. That I shall give attention to appropriate safety practices, including inspection of sport gear and the reporting of any hazardous facility conditions.
7. That I am responsible for all medical or all other costs arising out of any bodily injury or property damage sustained by me in the performance of my duties.
8. That I shall promote fair play and good sportsmanship.
9. That I shall be familiar with the Club Sports Handbook that governs the operation of the Club Sports Program. I am expected to abide by all applicable rules and regulations of the University and any conference, league or association to which the club may belong.
10. That I shall represent the above named club, the Club Sports Program, the Campus & Community Recreation Department, and the University of Alberta in a positive and professional manner.
11. That I may be recorded and that footage be housed on a University of Alberta platform. Campus & Community Recreation retains ownership of all recorded instructional videos and reserves the right to use, archive, and re- post videos for online viewing indefinitely.

Payment is determined by the Club Sport Executives, the Club Sports Program Coordinator, and the Coach/Instructor/Choreographer.

**Have you viewed and completed the risk management training slides for Coaches and Choreographers?**

Yes

No



Have you registered for the club you are contracted for on ActivityReg?

Yes

No

Are you currently an employee of the University of Alberta?

Yes

No

If yes, please describe your relationship with the university:

Additional Comments/Benefits (Optional):

As parties to this agreement, the coach and/or choreographer and the club 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 termination stated and a copy of the termination must be provided to the Club Sports Office by the club executive. This agreement becomes effective when signed by the coach and/or choreographer and the club president. The Club Sports Program staff must receive, track, and verify all information to ensure the agreement is complete.

Please indicate your acceptance of this agreement by signing below:

Coach / Choreographer		
Name	Signature	Date

  

Club President		
Name	Signature	Date



**INTERNAL USE ONLY**

This agreement has been submitted and recorded by the Club Sports Program Office

<b>Name</b>				
<b>Date Received</b>				
<b>Membership Type</b>	Confirmed	Incorrect	Notes	
<b>Checklist</b>	Complete	Incomplete	Notes	
<b>Documentation / Certification</b>	Received	Not Received	Notes	

