



CANDIDATE INFORMATION

Form with fields: First Name, Last Name, Email, Date of Birth, Mailing Address, Telephone, City, State, Zip Code

Form with fields: JOB TITLE & CANDIDATE STATUS (CIRCLE ONE FROM EACH PAIR), NEW / RETURNING, HEAD / ASSISTANT, COACH / INSTRUCTOR, Will this coach work with children under the age of 18 at camps, clinics, etc.?

COMPENSATION PLAN

Form with fields: JOB START DATE, JOB END DATE, COMPENSATION (PAID, VOLUNTEER), TOTAL PAYMENT, NUMBER OF PAYMENTS, PAYMENT DATES

First payment must be at least 1 month after start date. Last payment must be after end date

COACH/INSTRUCTOR APPOINTMENT ATTACHMENTS

Form with fields: YES NO Updated paper job description (REQUIRED). If no, why?, YES NO Emailed electronic copy of job description to sportclub@umn.edu (REQUIRED). If no, why?

COACH HIRING PROCESS OUTLINE

- 1. Coach/Instructor Appointment Form is submitted and processed with necessary documents attached.
2. Coaching packet is returned to club officer for delivery to coach.
3. Coach completes participation waiver, initials and dates job description, and signs appointment letter.
4. Coaching packet is returned to Sport Clubs Office by club officer.
5. New paid coaches must set up and attend a meeting with the Employment Coordinator in a timely manner.
6. Club officer completes Affiliate Card Request Form if needed.

**Affiliate cards are REQUIRED to access all University recreation facilities. Complete the Affiliate Card Request Form available at the Sport Clubs website.

This process must be completed BEFORE a coach/instructor can officially attend practice sessions or competition

CLUB OFFICERS AGREE TO THE FOLLOWING

- 1. The club will not proceed with the actual hiring process until they have received confirmation from the Sport Clubs Program.
2. The club understands the hiring process and will abide by these guidelines.
3. The club officers and/or membership will complete a Coach/Instructor Evaluation form at the end of each semester the position is filled.
4. The club officers will consistently communicate their satisfaction and performance of the coach/instructor with the Sport Clubs Program.
5. The club officers will document performance conversations and reviews.
6. Club officers understand that they will serve as the onsite supervisors for the coach/instructor for the Sport Club Program.

Form with fields: Club Name, Club President Name (print), Signature, Date, Club Treasurer Name (print), Signature, Date, Club Officer Name (print), Signature, Date