



## 2020-2021 Club Sports Coach Packet

All Risk Level 3 and 4 clubs are required to have at least one coach. All coaches who will be accessing Campus Recreation facilities for practices and competitions will need a Campus Recreation Membership (this membership is included in all University Park students' tuition and student fees). Only two non-student coaches will be permitted to access the discounted Campus Recreation Membership rate.

### Requirements

1. Coach/Instructor Form & Liability Form
2. Participant Agreement Form
3. CPR, First Aid, AED Certifications
4. Clery Act Training Certificate through [LRN.psu.edu](http://LRN.psu.edu)
5. Sport-Specific Certifications (Risk Level 4 only)
6. Complete SportRisk Concussion Modules
  - a. Found online at: <http://www.sportrisk.com/webinar/employees>
    - i. Module 1 - Awareness (User Code: PENSUL-1060-2)
    - ii. Module 2 - Recognition & Response (User Code: PENSUL-1060-3)
  - b. No document to upload
7. Pass SportRisk Concussion Quizzes (found at end of module video)
  - a. Module 1 – Awareness
  - b. Module 2 – Recognition & Response
  - c. No document to upload

### Submission

1. Upload completed Coach Packet to Coach & Instructor Files folder
2. Title the packet “[Coach Name] Packet”
3. If a club’s coach wants to be a Safety Officer, must complete the Safety Officer packet

<b>Coach Checklist</b>	
	<b>Check if complete</b>
Coach/Instructor Form	
Participant Agreement	
CPR, First Aid, AED Certification	
Clery Act Training	
Sport-Specific Certification (Risk 4 only)	
SportRisk Concussion Module: Awareness	
SportRisk Concussion Quiz: Awareness	
SportRisk Concussion Module: Recognition & Response	
SportRisk Concussion Quiz: Recognition & Response	

**CLUB SPORTS**  
**COACH/INSTRUCTOR AGREEMENT**  
Department of Campus Recreation



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

YOUR STATUS:       Student                       Faculty/Staff                       Community Member

CLUB SPORT: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_

QUALIFICATIONS:

**CRITERIA FOR A CLUB SPORT COACHING/INSTRUCTOR POSITION:**

Individual clubs are responsible for recruiting and securing a coach/instructor if needed.

Coaches/Instructors may be undergraduate students, graduate students, faculty, staff, or members of the community. The primary responsibility of the coach/instructor is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition if applicable.

1. Each coach/instructor must complete a Penn State Club Sports Program participation agreement as well as this form.
2. The coach/instructor must be aware of and follow University and Club Sports Program policies and procedures.
3. The coach/instructor and the club shall make no promise of monetary or other rewards to any club member. The club officers shall decide how funds are used according to their constitution.
4. Conditions of payment to coach/instructors will be determined by the club officers who may be advised by the Competitive Sports Office at the beginning of each academic semester. All on-campus payments will be processed utilizing Student Organization Contracts and the ASA 1099 process. Off-Campus payments will be processed through an invoice at the ASA office.
5. The coach/instructor is not only obligated to develop skills, conditioning, etc., but also to protect the club members' safety. The coach/instructor should be concerned with the risk of exposure to liability as a result of serious injury.
6. The coach/instructor should be aware of situations that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members.
7. Coaches/instructors must help ensure good sportsmanship at all times.
8. The coach/instructor should restrict their contributions to coaching/instructing. They should serve only as a resource for the club's management of activities, including but not limited to submitting forms, budgeting, scheduling, hosting events, competition, travel arrangements, and special events.

As student organizations, the student officers and advisor must serve as the primary contact between the organization and the University/Competitive Sports Office.

9. The coach/instructor responsibilities are not those of a varsity coach. The Club Sports Program is designed to allow the club members to administer all facets of the club's activity except coaching/instruction.
10. The coach/instructor shall discuss club matters with the club officers and advisor as opposed to working directly with outside entities and third-parties.
11. The Competitive Sports Office, in conjunction with the club officers, may relieve the coach/instructor at any time if it is determined that the coach/instructor is not conducting themselves with the best interest of the club in mind.
12. Coaches/instructors are required to maintain certifications in Adult CPR/AED/First Aid from a University approved provider (American Red Cross, American Heart Association, or ECSI). Online-only certifications without an in-person evaluation/skills assessment will not be accepted.
13. Coaches/instructors are required to complete SportRisk Concussion Education & Awareness and Concussion Recognition & Response Training each year.
14. Coaches/instructors must maintain any required sport-specific certifications if determined by the Club Sports Program that they are necessary for the activity and only if such certifications exist.
15. Coaches/instructors are classified as "Campus Security Authorities" under the Jean Clery Act and must complete Clery Act Training every calendar year.
16. Coaches/instructors are expected to comply with any requests by the Club Sports Program Office for a meeting to discuss club or coach/instructor related issues.
17. All coaches/instructors must submit a new "Coach/Instructor Agreement" on an annual basis upon approval to continue coaching/instructing the student organization.
18. Coaches/instructors should not engage in activity with the club until this form is completed and applicable certifications are attached and turned into the Competitive Sports Office for approval.

I have read and understand the "Criteria for a Club Sports Coaching/Instructing Position" as outlined above and agree to abide by the criteria listed. I understand that infraction of any of the policies or procedures subjects me to dismissal by the student organization or Competitive Sports Office.

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COACH/INSTRUCTOR APPLICANT SIGNATURE

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DATE

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CLUB PRESIDENT SIGNATURE

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DATE

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COMPETITIVE SPORTS STAFF SIGNATURE

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DATE

**CLUB SPORTS**  
**ACKNOWLEDGEMENT OF RISK, RELEASE OF LIABILITY,**  
**INDEMNIFICATION AGREEMENT, AND PROMISE NOT TO SUE**  
**Department of Campus Recreation**



In consideration of my participation in the above referenced Penn State Student Organization (“Organization”), the undersigned participant hereby freely agrees to the following:

1. I understand and acknowledge that participation in Organization activities may be inherently dangerous and fully realize the dangers of participating in all Organization activities. I KNOWINGLY AND VOLUNTARILY FULLY ASSUME THE RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ORGANIZATION OR OTHERS, associated with participating in the Organization, including, but not limited to, contusions, muscle strains and sprains, broken bones, lacerations, cardiac malfunction, head, neck and back injury, permanent and temporary paralysis, death and property damage.
2. I hereby waive, release and discharge, The Pennsylvania State University, its trustees, officers, employees, and agents, and the Organization, its officers, instructors, representatives and any other persons involved in the Organization’s activity, either directly or indirectly, of any and all responsibility or liability for any injury, loss or damage suffered directly or indirectly to myself or to any other person as a result of my voluntary participation in the Organization’s activities.
3. I, on behalf of myself and my heirs, executors and personal representatives, agree to indemnify and promise not to sue, The Pennsylvania State University, its trustees, officers, employees, and agents, and the Organization, its officers, instructors, representatives and any other persons involved in the Organization’s activity, either directly or indirectly, for any injury, loss, or damage sustained by myself or others, as a result of my voluntary participation in the Organization’s activities.

**I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THIS ACKNOWLEDGEMENT OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION AGREEMENT AND PROMISE NOT TO SUE. BY SIGNING, I AGREE TO ITS TERMS IN THEIR ENTIRETY.**

**NAME:** \_\_\_\_\_

**PARTICIPANT SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

**(If under 18 years of age)**

**CLUB SPORTS**  
**2020-2021 PARTICIPATION AGREEMENT**  
**Department of Campus Recreation**



**COMPLIANCE**

Participation in any organization under Penn State's Office of Student Activities (the "Office of Student Activities") is completely voluntary and requires compliance with all University policies and procedures. Visit [www.guru.psu.edu](http://www.guru.psu.edu) for more information on University policies.

Office of Student Activities participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Office of Student Activities participants. The Office of Student Activities reserves the right to remove participants from the Organization for actions/behavior that are deemed dangerous to themselves and/or other Office of Student Activities participants.

No Organization or any participant may engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization, including the Office of Student Activities.

**Consumption of alcohol is prohibited during all student organization activities**, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited. Student organization activities are defined as any social, practice, competition, demonstration, clinic, or community service sponsored, hosted, or arranged by or for organization members. Travel is considered a student organization activity from the time of departure to return.

**ADDITIONAL RESPONSIBILITY**

All Office of Student Activities participants assume the responsibility to ensure that the elected or appointed officers of their organization are administering the organization appropriately. The participant acknowledges that he/she and all other members of the organization can be held accountable for the actions/inactions of the elected/appointed organization officers. The participant acknowledges that if he/she has any concerns about the administering of the organization, the participant should contact the Office of Student Activities at 103 HUB, University Park, PA 16802.

**MEDICAL INSURANCE REQUIREMENTS**

Participation in any student organization activity is contingent on medical insurance coverage. The undersigned certifies that he/she has adequate medical insurance coverage that will cover medical expenses resulting from his/her participation in any of the student organization's activities. The undersigned acknowledges that he/she is fully responsible for any and all medical expenses that he/she might incur as a result of his/her participation in any of the student organization's activities, whether or not covered by insurance.

**THE UNDERSIGNED HAS READ AND UNDERSTANDS THE ABOVE REGULATIONS AND REQUIREMENTS, AND AGREES TO CONDUCT HIMSELF/HERSELF IN A SAFE AND PRUDENT MANNER AT ALL TIMES WHILE PARTICIPATING IN THE ACTIVITIES OF THE STUDENT ORGANIZATION IDENTIFIED ABOVE.**

NAME: \_\_\_\_\_

YOUR STATUS:

EMAIL: \_\_\_\_\_

Student      Faculty/Staff      Community Member

PHONE: \_\_\_\_\_

CLUB: \_\_\_\_\_

PARTICIPANT SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

(If under 18 years of age)

# **CPR, AED, First Aid Certification Documents**

CPR with AED Certification

First Aid Certification (if separate from above)

# Clery Act and Sport-Specific Certification Documents

Clery Act Training Completion Certificate

Sport-Specific Certification (if applicable)