This agreement established between the Coach/Instructor of the __________________________ Club and Vanderbilt Recreation & Wellness Center must be reviewed and signed by both parties.

Coach/Instructor Name: __________________________ Date: __________________________

Phone Number: __________________________ Email Address: __________________________

Emergency Contact Name: __________________________ Emergency Contact Phone: __________________________

Affiliation (please circle one): Faculty Staff Community Member Grad Student

I understand and accept the roles and responsibilities of a coach/instructor position, including the information below and position description provided to me by the club. Coaches/Instructors:

• Should assist students with skill development, team competition and/or strategic planning. A club is, first and foremost, a student organization to be administered by the elected student leaders.
• Are volunteers and are not considered employees of the University or the VRWC despite involvement with a club sport.
• Cannot be paid for their time/advice/coaching.
• May not purchase, rent, or sign contracts on behalf of the club and/or the University.
• Are required to submit this Coaches/Instructor Volunteer Agreement, meet with the Club Sports professional staff during the Fall meeting (or make separate arrangements), and adhere to Protection of Minor requirements (training and background checks), prior to working with a club sport.
• Will obtain access requirements set forth by the VRWC to participate in club practices (commodore card/memberships).
• Will maintain a safe environment that does not discriminate based on individual differences.
• Will enforce the University code of conduct and the Club Sports code of conduct.
• Will act as positive role models for club officers and club members.
• Have knowledge of the club sport: specifically rules, governing body requirements, and sport specific activity/form.
• Will be familiar with the department’s policies and procedures that oversee club sports operation. Additionally, he/she must abide by the rules and regulations of the University and the club’s governing body, league or conference.

Volunteer Coaches/Instructors may be dismissed from a club by VRWC staff or club sport officers if he/she:

• Acts in an unsafe manner and puts club members at risk or in harmful situations.
• Overtakes club leadership by completing club officer tasks (paperwork, forms, purchasing, scheduling etc.).
• Encourages club members to violate Club Sports policies and procedures.
• Purposely cuts communication lines or hides information from the Club Sports professional staff.
• Signs agreements on behalf of the club or University (only the Club Sports office can sign agreements/contracts).
• Violates VRWC and the University’s policy on hazing, sexual misconduct, drug and alcohol use.

Please describe in what capacity you are interested in volunteering? ____________________________________________

__________________________________________

What dates/hours will you be volunteering (estimate)? ____________________________________________

__________________________________________

I attest that I possess the proper certifications by the club’s national governing body and/or expertise in the sport. Copies of certifications I possess must be made available to the Club Sports office to be held on file. Please list your certifications or area of expertise that qualify you to volunteer with the respective club sport: ____________________________________________

__________________________________________
Confidentiality: I understand and agree that the information, documentation and conversations that I will be exposed to in the course of my volunteer work and involvement in the Vanderbilt Recreation & Wellness Center’s Club Sports program is confidential and is not to be disclosed to anyone outside of that office, either within or outside the University. I also agree that I will not copy, reproduce or otherwise remove any documentation or information from the department without express permission from the Club Sports professional staff. I acknowledge that Vanderbilt University is subject to various state and federal laws regarding the privacy and security of confidential information maintained by the University including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (also known as the Buckley Amendment). The willful or unauthorized disclosure of such confidential information could subject me to criminal and civil penalties imposed by law. I further understand and agree that this confidentiality agreement continues after the end of my time as a volunteer.

Liability: I, the undersigned VOLUNTEER, understand that participating as a volunteer involves inherent risks that may expose me to damage or loss of property, and physical injuries including death. I understand and voluntarily assume all risks related to volunteering in the Vanderbilt Recreation & Wellness Center, for which this informed consent/participant release applies. In consideration of Vanderbilt University allowing me to participate I, individually, and on behalf of my heirs, successors assigns, and personal representatives, hereby release, waive and hold harmless the Vanderbilt Recreation & Wellness Center, Vanderbilt University, its officers, trustees, agents and employees from any and all liability or cause of action for personal injury or property damage arising out of my participation. I understand and agree that Vanderbilt does not provide any health or liability insurance coverage for volunteers and that I will be financially responsible for any costs or expenses incurred related to the provision of any medical treatment should the need arise. I hereby authorize Vanderbilt to seek and consent to receive medical treatment in the event of injury, accident, or illness during my volunteer experience. I further agree to be liable for my own negligent acts or omissions. This release shall be governed by the laws of the State of Tennessee.

Standards of Conduct: Coaches/Instructors are expected to conduct themselves, both on-campus and off-campus, in a manner that favorably represents Vanderbilt and reflects the qualities of integrity, character, and sportsmanship. Acting in a professional manner takes many forms but below are some specific Department policies:

- Comply with all University policies as well as policies and rules promulgated by NIRSA or the club sport’s governing body
- Work with the club officers to comply with University procurement policies
- Are not permitted to date or to be romantically involved with club members, officers, or other students associated with the VRWC. Dating students who are not associated with the VRWC is also strongly discouraged.

- At all times comply with the Department’s policy on Reporting Sexual Abuse and Sexual Misconduct, as well as the University Policy on Protection of Minors, and the laws of the State of Tennessee. As a reminder, State law requires that any knowledge of sexual abuse involving a minor must be reported to law enforcement.
- Club member’s safety will always be paramount when evaluating playing time, particularly when the possibility of a concussion or serious injury is present.
- Are not permitted to serve or drink alcohol in the presence of student-athletes unless an exception has been requested for a specific event and approved by the Vice Chancellor.
- Should be aware of and adhere to the University’s social media policies

Administrative Responsibilities: Club Coaches/Instructors are required to be listed on the club roster through IMLeagues. If he/she does not possess a Vanderbilt email address, he/she can request Vanderbilt University School Member Access through IMLeagues.com. Additionally, all club coaches/instructors must attend the fall coaches’ meeting or make arrangements to meet with the Club Sports professional staff prior to volunteering with a respective club sport.

I agree to be the Coach/Instructor of the above named club for the 2017-2018 year. My signature below indicates my agreement to accept the role of volunteer coach for the above VRWC Club Sport, as well as my agreement to comply with the items in this document.

Coach/Instructor: ___________________________ Club President: ___________________________

Club Sports Professional Staff: ___________________________