Procedures for Hiring Paid Sport Club Coach/Instructor

1. Club Officers and Membership must decide the following:
   a. Number of coaches/instructors?
   b. Will coach/instructor be paid or volunteer?
   c. If paid, what is the amount and type of compensation they will receive?
   d. Where will the funds originate (allocated budget, fundraising, etc.)?

2. Club Officers create a job description for each unique position, a template can be provided.

3. Prior to securing and rendering any services by requested coach(es)/instructor(s) the following will be completed:
   a. Sport Club Officers will submit Job Descriptions and Coach/Instructor Applications for each position to the director of recreational sports.
   b. Job Descriptions and Coach/Instructor Applications will be reviewed by the director of recreational sports via a meeting with Sport Club Officers.
      i. Coach/Instructor Application Materials include: application, resume, references (3) and copies of relevant certifications (i.e. CPR/AED).
   c. Approved Coaches/Instructor Applicants will be interviewed by the Sport Club Officers and Rec Sports professional staff.
   d. Following the interviews, Sport Club Officers will submit Coach/Instructor Appointment Request Form for each position to the director of recreational sports.
      i. A follow up meeting between the director of recreational sports and the Sport Clubs Officers will be scheduled for final review and determination.

4. Coach/Instructor will receive the following to complete the hiring process:
   a. Letter of Appointment (sign and return to director of rec sports)
   b. Copy of Job Description (coach keeps)
   e. Coach/Instructor Agreement Form (agree, sign and return to director of rec sports)
   f. All other Human Resources/Business Office procedures and forms as necessary.

5. The letter of appointment and all other necessary documents will be submitted to Human Resources for processing.

7. Coach/Instructor may also be required to obtain a Viterbo ID, Parking Permit and complete Driver Authorization Training (if they plan to utilize university vehicles).

*Note – The Sport Clubs Program may require that a coach/instructor be hired and/or paid for certain clubs, even if the club decides they do not want to hire/pay their coach. If so, funds would be made available to the club since it is being required.