

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.