COACHES CHECKLIST

Coaches are a great asset for any club sport and their time is greatly appreciated. However, there are some requirements that must be taken care of before you can be involved with the team. The following is an ordered list of what must be done before you can participate with the club.

1. Meet with the Human Resources department to:
   a. Complete a background check
   b. Fill out an I-9 form

2. After this meeting, you will meet with the Director of Intramural & Club Sports and the president of the club you intend to coach. During this meeting you will:
   a. Fill out an HRS form
   b. Sign the Coaches Agreement form
   c. Verify CPR/AED and First Aid Certification
   d. Complete Concussion Awareness program

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<tr>
<th>Name (Print)</th>
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<td>Coach (1)</td>
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<td>Club President</td>
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<td>CSC President</td>
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<td>Club Sports</td>
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Coaches Agreement

- Coaches should provide a program open to all levels of competition according to Club Sport Council policies.
- Coaches must be familiar with and follow the policies of their respective national governing body.
- Coaches should observe and evaluate the entire program and make recommendations to the Director of Club Sports.
- Coaches will understand that nothing has been paid for or pre-approved. All money spent must be approved through the Club Sport Council and the club treasurer must be in charge of dealing with the clubs’ funds.
- Coaches will educate club sport members on the risk and safety procedures of their sport.
- Coaches should be available to counsel all participants in decision making and to encourage and guide the total person.
- It is the coaches’ responsibility to provide the safest possible program for all participants, and to teach sportsmanship and set an example of good moral and physical behavior.
- Coaches must instruct participants to report injuries to the Athletic Trainer in charge of that particular activity immediately, and make sure an Injury Report Form is filled out by the Risk Management Officer or other appropriate personnel.
- Coaches must ensure supervision for all activities related to the sport and must report any disciplinary problems to the Club Sports office within 24 hours of the incident.
- Coaches must understand that the agreement to coach a club sport at the Colorado School of Mines is a volunteer activity. Unless specific arrangements have been made with a particular club it is the responsibility of the coach to provide all personal expense money.
- Coaches must understand that club sports at Colorado School of Mines are on a volunteer basis; all students from Colorado School of Mines have the right to participate and should be given equal opportunity. For no reason should a coach remove members from a club without speaking to the officers of that club, the Club Sport Council, and the Director of Intramural and Club Sports.
- Coaches must meet with the president of their club, the Club Sport Council president, and the Director of Intramural & Club Sports to approve this agreement. After this meeting the coach is not required to attend further Club Sport Council meetings, but may be required to attend other meetings with the Director or Club Sport Council as needed.
- Coaches must represent the school in a professional and positive manner, including appropriate dress for all occasions and respecting all athletic department and CSM staff members.
- Coaches may be released from their duties at any time based upon violation of this coaches’ agreement, poor evaluations from club members, or a violation of the specific clubs’ bylaws.
- Coaches must perform any and all sets of duties as may be required and/or assigned by the Director of Club Sports.
- Coaches are responsible for knowing and following all policies outlined in Section 2, Subsection III of the Club Sport handbook. The handbook can be found online at http://recsports.mines.edu/REC-Club-Sports-Forms.

Signature: ___________________________ Date: ________________