**University of Vermont Student Government Association**

**Club Sports Coaching Offer Letter**

DATE

NAME

STREET ADDRESS

CITY, STATE ZIP

Dear [Employee Name],

The University of Vermont is pleased to offer you the temporary, part-time coaching position for the [club name] in the [Student Government Association]. You will be reporting to [Supervisor Name, Title], and your start date is scheduled for [date]. Your compensation will be $[per pay period amount], minus applicable taxes and withholdings, paid twice monthly.

The duration of this position is approximately [time frame] however, the position may terminate earlier based on the University’s needs. Depending on [club name] needs, there may be an extension of the temporary assignment, or the temporary assignment may end before anticipated. This is an exempt position that is not-eligible for overtime per the Fair Labor Standards Act guidelines.

You will be required to attend [#] number of training sessions per week, including practices, classroom, video, weight training and other activities. Your participation will be required in the event that the club attends competitions and/or events. You may assist the club, if requested, in the following areas:  publicity, recruitment of prospective athletes, fundraising, and planning of noncompetitive club activities such as banquets or retreats.

You will be responsible for the evaluation of club athletes in accordance with the club’s policies on participation.

You will be entitled to the rights and privileges afforded to temporary employees of UVM, such as a UVM email address, Cat Card, a limited number of temporary parking passes, and business cards.

Temporary employees are not eligible for University benefits[[1]](#footnote-1), paid holidays or paid time off[[2]](#footnote-2).A temporary employee may request and may be granted unpaid time off, but it is not considered leave.If a temporary employee becomes a regular employee, the time worked in the temporary position does not count toward length of service or seniority as a regular employee.

Temporary employees do not have the right to grieve if terminated, nor do they have access to the University grievance system as described in the *Grievance and Mediation Policy for Non-Represented Staff*. The University’s *Statement on Equal Opportunity in Employment* applies to all employees, including temporary employees.

This position is [wholly/partially] supported by [club name] funds and it is contingent upon the continuation of these funds. Therefore, the University cannot guarantee employment if the funds of [club name] are no longer be able to support the position.

Include if the driving is an essential function: Since driving a University vehicle is an essential function of your position, the University must obtain a copy of your current motor vehicle record; the results of which must be satisfactory to the University. Continuation of employment is contingent upon you maintaining a valid motor vehicle license. Additionally, you much obtain permission to drive a UVM vehicle by following the process found at the University Risk Management and Safety Website specific to the [Driver Safety Program](https://www.uvm.edu/riskmanagement/driver-training-and-certification).

This offer is contingent upon the completion of a successful background check.

You agree to maintain current certification requirements of the club’s governing body and to submit copies of all required certifications to the Club Sports Coordinator. You further agree to maintain a current certification in CPR and First Aid.

As a coach at the University of Vermont, you agree to engage in (and assure that every person under your supervision is engaged in) safe and responsible treatment of student-athletes. You also agree to avoid behavior that could jeopardize a student-athlete’s health, safety, welfare or that could otherwise cause harm or risk causing harm to a student-athlete.

You further agree to adhere to applicable University policies, including but not limited to the University’s expectations for coaches set forth in the attached Appendix A: Club Sports Coaching Code of Conduct.

Prior to beginning employment, but no later than the first day of work, you must be prepared to complete an Employment Eligibility Verification Form (I-9), which is available online at <https://www.uvm.edu/hrs/forms>. Payroll and Tax Services will contact new and rehired employees with directions on how to update federal and state W4’s in People Soft Self Service, please do not attach paper forms.

I look forward to seeing you on [DATE].

Sincerely,

[Signature and title of the supervisor with authority to hire]

We look forward to hearing from you by [DATE], after which time this offer is no longer valid. If your decision is to accept the position, as stated above, please indicate your acceptance by signing a copy of this offer letter and returning it to:

[Department Representative Name]

[CAMPUS ADDRESS]

UNIVERSITY OF VERMONT

BURLINGTON, VT 05405

ACCEPTANCE:   I accept the offer as outlined above.

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Signature Date

Coach Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A: Club Sports Coaching Code of Conduct**

All Club Sports are first and foremost student organizations funded and managed by students.  The purpose of a coach is to give students the utmost opportunity for growth as students, athletes, and leaders.  Coach will facilitate this growth while allowing students to clearly determine the direction of the organization while becoming versed in the administrative duties necessary to accomplish their goals.

Dos

* Instruct students on proper techniques of the activity.
* Educate athletes around issues of safety and proper training.
* Help students develop their skills.
* Encourage the growth of students educationally and socially.
* Represent the club and school in a manner that reflects our Common Ground and the core values of the institution.
* Oversee safe use and conditions of equipment.
* Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same
* Respect the rights, dignity and worth of every young person regardless of their gender, ability, sexuality, cultural background, religion, or other identity.
* Strive to make the club as inclusive as possible
* Adhere to and to require students to comply with the University’s Hazing Policy.
* As a student group adviser/coach you have been identified as a Campus Security Authority (CSA).  For detailed information about your responsibilities as a CSA, and the procedures you should follow when you become aware that a crime may have occurred on or near campus, please refer to the University’s Campus Security Authority (CSA) Operating Procedure.
* Attend training sessions required by the SGA and the Department of Student Life.
* Adhere to all safety guidelines of the club’s governing body.
* Adhere to the Emergency Response Plan of the club for training, events, and travel.
* Adhere to all recommendations made by Athletic Trainers.

Don’ts

* The coach will not serve an administrative role in the club.  The coach may advise on these issues but the students are responsible for the operation of their organization
* The coach will not use the club in any way to benefit outside business
* The coach will not make decisions without the approval of the club officers, unless otherwise noted in the coaching contract or club’s constitution
* The Coach will not be a coach for the same sport at another College or University.

1. Employees working an average of 30 hours per week (130 hours per month) over a University measurement period will be offered University Affordable Care Act medical coverage. For more information see the Affordable Care Overview page on the HRS website at [www.uvm.edu/hrs/aca](http://www.uvm.edu/hrs/aca). [↑](#footnote-ref-1)
2. Temporary employees may be eligible for paid sick time as described in the [Temporary Employee Paid Sick Time Policy](http://www.uvm.edu/hrs/info/staffhandbook/TemporaryEmployeePaid%20SickTimePolicy.pdf). [↑](#footnote-ref-2)