Overview

This packet must be completed accurately, to be a Coach/Instructor in the Club Sports Program, each academic year for recognition and consideration of good standing in the CWRU Club Sports Program.

Deadline
This packet must be fully completed and submitted to the Club Sports Office by Friday, September 15 at Noon for compliance points.

Ramifications
If this packet is not fully completed and/or submitted by the compliance deadline:
- The coach/instructor will not be eligible to attend any club activities
- No access to funds will be granted for the club until packet is received
- No travel approval will be granted for the club until packet is received

Failure to Submit
If a club fails to fully complete and/or submit this packet by Friday, September 22 at Noon (one week after the compliance deadline):
- The club will be placed on probation and deemed inactive for the duration of the semester
- The club will forfeit their Club Sports Program allocated funding for the academic year
- The club must wait until the following semester to re-register
- The coach/instructor must wait until the following semester to re-register

Summary of Forms

Coach/Instructor Application
This Form is used to gather basic information about the Coach/Instructor and can be used as a quick reference if needed.

Coach/Instructor Agreement
This Form is used as the acknowledgement that the Coach/Instructor understands their roles, duties, responsibilities and expectations within the Club Sports Program.

Driver Clearance
This Form is required before driving club members, a personal, university or rented vehicle.

Other Forms and Information

CWRU Rec Membership ID
This Form is used to offset compensation for a Club/Instructor (if needed) that needs to access an Athletic Department facility for Club Sports Program activities. **does not include parking**

Club Coach Contract
This contract is used as an official document to compensate a Coach/Instructor (if needed) for the agreed upon amount between the Officers and Coach/Instructor.

Driver Awareness Training
This training is hosted by the Department of Environmental Health and Safety and is required to be eligible to drive university or rented vehicles. Classes are held on the first and third Thursdays of the month at 9 am and 1 pm. Please call 216.368.2907 to preregister.

The Club Sports Program staff have the right and obligation to protect the club members, and if, in their opinion, the Coach/Instructor is not working in the best interest of the club, the Coach/Instructor will be relieved of their coaching duties.
I understand that, if approved, I will be coaching on a volunteer basis. I have read and understand the coach/instructor responsibilities and expectations as outlined in the CWRU Club Sports Coach/Instructor Agreement and Club Sports Handbook, and agree to abide by the rules as listed. I understand that any infraction of the policies and procedures of the university, department, and/or program subjects me to dismissal as coach of the club. I also understand that the university, department, and/or program does not carry insurance for travel or accidental injury, and I will not hold the university, department, and/or program staff liable for any such injury.
I, the undersigned, a coach/instructor of this organization agree to comply with all Case Western Reserve University, Department of Physical Education and Athletics, and Club Sports Program policies and procedures, and to share this information with all club members. I recognize, understand, and accept the responsibilities as outlined by the club Officers and the Club Sports Program Handbook, and to share this information with all club members. I agree to ensure that the organization abides by all local, state, and federal laws. As an official representative, I understand that I may be held jointly and/or individually responsible for the activities and the behavior of the organization and liable for all incurred debts and obligations to the University. I certify that the information on this form is accurate and will be kept current and that I have read the Club Sports Program Handbook and Coach/Instructor Packet. I agree to these points with the intent to continually represent the University in a favorable light.

Coach/Instructor Responsibilities and Expectations

- Coach/Instructor shall follow all program, department and university policies and procedures
- Coach/Instructor may not participate in club competitions
- Coach/Instructor shall be limited to teaching and coaching in practice and competition settings
- Coach/Instructor shall restrict his/her contributions to coaching and allow the club officers to handle management of the club (including scheduling, travel, forms, reservations, equipment, etc.)
- Coach/Instructor shall not interfere with club administrative or decision-making processes
- Coach/Instructor shall not participate in or handle any club transactions that involve club funds
- Coach/Instructor must help ensure good sportsmanship at all times
- Fulfill additional responsibilities as outlined by the Club Sports Program staff

Time commitment will vary based on club need and activities, and will be determined by the club officers

The Coach/Instructor must be recommended by club officers and must renew their application to coach each academic year. Continuation of coaching duties is not guaranteed

The Club Sports Program staff have the right and obligation to protect the club members, and if, in their opinion, the Coach/Instructor is not working in the best interest of the club, the Coach/Instructor will be relieved of his/her coaching duties
# Club Sports - Driver Clearance

**Department of Physical Education and Athletics**  
**Case Western Reserve University**  
**2017-2018**

### CLUB NAME:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Address</th>
<th>Birth Date</th>
<th>Age</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

### Vehicle Usage

- Driving Personal Vehicle? [YES] [NO]
- Driving Rental Vehicle? [YES] [NO]
- If yes, to Driving Rental Vehicle, have you completed the University's Driver Awareness Training Course and turned in your certificate to the Club Sports Office? [YES] [NO]
- Date of Completion?

### License, Vehicle, & Insurance Information

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>Auto Insurance [YES] [NO]</th>
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<tbody>
<tr>
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<tr>
<td>License Plate</td>
<td>Collision Coverage [YES] [NO]</td>
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<tr>
<td>State</td>
<td>Property Damage [YES] [NO]</td>
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<tr>
<td>License #</td>
<td>Bodily Injury Liability [YES] [NO]</td>
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<td>State</td>
<td>Expiration</td>
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### Driving Record (For the Last Three Years)

- Please list any violations/offenses & dates
- Please list any accidents & dates

### Driver's Statement

All information supplied above is accurate to the best of my knowledge. I understand the responsibilities that attend driving myself and fellow club members to participate in any event. I pledge to exercise appropriate care and prudence in my driving and to obey all traffic laws in order to assure the safety of myself and passengers.

- Driver's Signature
- Date

- Club President's Signature
- Date

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### for office use only

- Assistant Director's Signature
- Date

- Approved [YES] [NO]
- Denied [YES] [NO]