



Sport Clubs

Coach-Volunteer Packet

404-413-1924 | compsports@gsu.edu

Supported by Student Activity Fees

To Sport Club Coaches:

All Sport Club Coaches must be approved by a Competitive Sports Administrator. For a coach to be approved, they must do the following:

1. Submit the Coach-Volunteer Packet before assuming coaching responsibilities. **The packet is valid for one academic year. Must be submitted at beginning of each year before coaching.**
2. First-year coaches with the program are required to meet with a Competitive Sports Administrator to discuss the Department, University, and Program policies and procedures.

All coaches who are NOT members of the Student Recreation Center must have a picture ID on them to access the building. There will be memo at the Service Counter listing the coach's name and club practice/meeting/competition times for the staff to verify the name and information in order to grant access for the designated times ONLY.

Department of Recreational Services Contact:

Assistant Director, compsports@gsu.edu, 404-413-1924

Personal Information:

Club Coaching For: _____ Date Submitted: _____
Print Name: _____ Sign Name: _____
Primary Phone Number: _____ Email: _____

In addition to the agreement outlined in the Volunteer Registration form, I agree to the following:

_____ I will abide by all policies and procedures outlined in the Department of Recreational Services Sport Clubs Handbook: <http://recreation.gsu.edu/sport-clubs/>

_____ I understand that my role is to coach the club. My role is NOT to assume a leadership role in the management of the club. Management is provided by the student leadership under the guidance and facilitation of the Assistant Director.

_____ I understand that any compensation agreement for coach services is strictly between the club and the coach.

_____ I understand the University allocated funds to the club are used for club member activity ONLY which includes but is NOT limited to competition lodging and/or equipment purchases

_____ I understand I am not afforded the University provided Insurance within my duties which includes but not limited to injuries sustained during organized club activity, i.e. breaking up fights between members and/or opponents

_____ I understand that **NO** alcohol is permitted at any Sport Club activity; whether or not the student or coach is of legal drinking age.

_____ I will promote safety and encourage good sportsmanship on and off the field.

_____ I am aware that I do NOT have authority to sign any contracts or make any agreements that will hold Georgia State University liable.

_____ I understand I am responsible for my own apparel to represent the club during a competition. Any apparel I wear representing club in official activity must not misrepresent the University logo, University name, and/or Club name

GEORGIA STATE UNIVERSITY
Structured Volunteer Program Policy

Volunteers are individuals who perform services for the University, without expectation of compensation, benefits, or future employment. Generally, volunteers are not current employees, enrolled students or vendors/consultants. This policy does not cover or govern volunteers who agree to serve as human subjects in University research protocols. In addition to this policy, Volunteers in University laboratories are subject to the **GSU Laboratory Visitor Policy**.

The University is self-insured through the Department of Administrative Services Risk Management Services against state tort claims. This coverage is extended to University Volunteers who are a part of the University Structured Volunteer Program described in this policy. The liability coverage is for injuries and/or property damage Volunteers may cause others while acting in the course of their official volunteer duties. Liability coverage does not apply when Volunteers deviate from the course of their volunteer duties.

All Volunteers must establish proof of identity and citizenship or permanent residency. If the individual is not a citizen or permanent resident of the United States, he/she must provide documentation of his/her visa status. An individual holding a temporary visa may not serve as a volunteer in a position where others in a similar position receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the University cannot serve as a volunteer. Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

An individual who is under the age of 18 must have parental consent to serve as a Volunteer. An individual who is under the age of 16 must have parental consent and permission from the Office of Legal Affairs to serve as a Volunteer.

Volunteers may only be used in non-high-risk positions for which they meet the minimum qualifications.¹ Volunteers may not be used in positions that are normally paid or to replace classified employees who have been a part of a Reduction in Force. Volunteers may be terminated at any time, in the University's sole discretion, without further obligation to the Volunteer. At all times, the University has the discretion to select Volunteers.

All volunteer work must be directed and supervised by a University employee designated by the unit for which the individual will be working ("Sponsoring Department"). Volunteers must agree to abide by all applicable University policies and sign the Volunteer Agreement provided below prior to performing volunteer service. Each Volunteer Agreement must be approved by the head of the Sponsoring Department. The Sponsoring Department is responsible for promptly submitting the signed Volunteer Agreement to the University's Department of Safety and Risk Management.

Volunteers who work with minors must satisfactorily complete a background check prior to performing any duties for the University. Sponsoring Departments, in consultation with the Office of Legal Affairs, may require background checks when warranted by the nature of the duties to be performed.

University Volunteers do not have an employment relationship with the University on any grounds or for any reason. Volunteers are not eligible for University benefits, including but not limited to workers' compensation, and the University does not provide Volunteers with accident or medical insurance. A Volunteer's duties should not involve driving on University business, including the utilization of his or her personal vehicle to conduct University business. The University does not provide comprehensive or collision insurance for a Volunteer's vehicle. All questions about the Structured Volunteer Program should be directed to the Office of Legal Affairs.

¹ While not an exhaustive list, the following are activities that a University Volunteer may not do: operate heavy equipment; work with any BSL III and BSL IV protocols; work with or have access to any export-controlled materials; work with hazardous materials or select agents; work with stored energy (e.g., physical energy stored in air, gas, steam, water pressure, or in springs, elevated machines, rotating flywheels, fans, hydraulic systems, etc.); conduct any activity considered inappropriate for an employee; enter into any contract on behalf of the University.

