Hiring Coaches Training

1. Selection of coaches and instructors:
   - The club is responsible for selecting coaches and instructors, subject to the approval of the Director of Student Engagement (DSE).
   - The DSE reserves the right to terminate a coach's employment with any club team.
   - The club should communicate their desire to hire a coach/instructor to the DSE and Club Sports Coordinator (CSC) at least 4 weeks prior to the proposed start date. In this communication, the team captain must schedule a meeting with the DSE and CSC at least 4 weeks prior to the proposed start date of the coach. The Position Requisition Form for a new coach will be completed in this meeting.

2. Onboarding process:
   - The start date of a prospective coach/instructor is contingent upon their timely completion of clearance and background checks and other onboarding requirements set forth by the Haverford College Human Resources.
   - Delays in the onboarding process on the part of the team or prospective coach/instructor will result in a later start date.

3. Safety and sportsmanship:
   - Coaches and instructors have an obligation to protect the safety of club members and should take steps to reduce the risk of injury. This should be in the form of CPR, AED, CPR training in addition to sport specific safety training.
   - Coaches and instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner consistent with Haverford College's ideals and policies.

4. Role of coaches and instructors:
   - Coaches and instructors should focus on instruction and coaching only and should not have active involvement in matters of club management (listed in the Captain Responsibility training), which are the responsibility of the club captains.
   - A club sport is first and foremost a student organization at Haverford College. The key to the Club Sport program is the emphasis placed on student leadership and participation.

5. Payment and hiring:
   - The hiring and payment of coaches is subject to the approval of coaching pay through the Students' Council regular club budgeting process. Club members may not offer employment to any coaches they have not received budget approval to pay.
   - Students may not sign/distribute any contracts and all hiring will be done at the discretion of the DSE and through the Haverford College Human Resources Department.

6. At least one coach must be present at all competitions.
7. Coaches are required to be certified in First Aid/CPR and AED.
8. Paid coaches may not be current Haverford students.