

GUIDELINES FOR VOLUNTEER COACHES

Coaches are responsible for teaching the sport to all club members and should be knowledgeable within the specific area of instruction. The coach/instructor should rely on his/her experience to help the club mature and achieve its full potential by assisting members to refine their individual skills and reach their team goals. The coach/instructor should restrict his/her services contributions to coaching/instructing and should refrain from activities involved in the club management.

A club is first and foremost a student organization, and as such, the student officers must serve as the liaison between the club and the Sport Club Staff. The student leaders will be responsible for handling all of the logistics and administrative duties of their club.

1. An exemplary coach can bridge the gap from year to year without usurping the authority of the student leadership. He/she participates without domination. Any coach who takes over the club to the extent that students are no longer the leaders, removes the opportunity for student development. Club coaches are encouraged to embrace the student development concept maintained by the Department of Campus Recreation.
2. The coach can be a faculty staff member or graduate assistant, but must be three years removed from graduating the University of New Hampshire. He/she should be highly interested and, if possible, experienced in the specific activity and accepted and respected by the members of the club.
3. It is highly suggested that coaches are CPR, First Aid, and AED Certified as well as Defensive Driving Certified. These training certifications can be acquired free of charge through Campus Recreation.
4. Coaches must complete the following before coaching their club:
 - A. Complete background check through UNH HR
 - B. Complete "Coaches Background Information" sheet
 - C. Read and sign UNH Sport Club Volunteer Coaches Appointment Letter
 - D. Complete online UNH Sport Club Coaches Training & Online Quiz
5. Members will evaluate the coaches each year to review their role with the team.

THE COACH / STUDENT MEMBER RELATIONSHIP

The coach/student member relationship is a privileged one. Coaches play a critical role in the personal development of their members. Coaches must recognize that they are conduits through which the values and goals of a sport organization are channeled. The following expectations have been developed to aid coaches in achieving a level of behavior which will allow them to assist their members in becoming well-rounded, self-confident, and productive human beings.

VOLUNTEER COACHES EXPECTATIONS

1. Monitor Sport Club activities to ensure the safety of participants and ensure that the activity is suitable for the age, experience, ability, and fitness level.
2. Ensure only eligible club members participate. An eligible club member is a full time UNH student, or a faculty/staff member with a valid recreation pass.
3. In compliance with Title IX and the Clery Act, all alleged criminal behavior must be reported to UNH PD and Sport Club Professional Staff.
4. Respect students' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
5. Treat everyone fairly within the context of their activity. Do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in, its programs, services, or activities.
6. Consistently display high personal standards and project a favorable image of their sport and of coaching.
 - Refrain from public criticism of fellow coaches.
 - Abstain from the use of tobacco products while in the presence of members and discourage the use to members
 - Abstain from drinking alcohol when working or traveling on club sanctioned trips
 - Discourage the use of or references to alcohol in conjunction with sport club events.
 - Refrain from the use of profane, insulting, harassing, or otherwise offensive language or behavior in the conduct of his/her duties.
7. Direct comments or criticism at the performance rather than the individual member.
8. Allow members' goals to take precedence over coach's own
9. Regularly seek ways of increasing professional development and awareness
10. Treat opponents and officials with due respect, both in victory and defeat; and encourage members to act accordingly. Actively encourage members to uphold the rules of the sport and the spirit of such rules
11. Be aware of the academic pressures placed on students and conduct practices and games in a manner to allow and encourage academic success
12. At no time become intimately and/or sexually involved with club members. The Department of Campus Recreation will view it as unethical if a coach engages in amorous relations with a member, even when both parties appear to have consented to the relationship.

Furthermore, such action makes the coach liable for formal action against him/her if a complaint is initiated by a member.

HONORARIUM POLICIES

Definition

An honorarium is a payment to an individual in recognition of a special or distinguished service for which propriety precludes setting a fixed price.

Tax information

Payments may only be made to recipients with a Social Security Number or an Individual Taxpayer Identification Number (ITIN). Please note that federal taxes will not be withheld so plan accordingly. More information about reporting honorarium payments and tax implications can be found online - [UNH Honoraria](#).

Authorization and approval

Honorarium payments must be approved at the following levels:

- Student Leadership of specific Club
- Sport club professional Staff
- Director of UNH Campus Recreation

Process for Student Leaders

1. Request money during budget request process in Spring of prior fiscal year.
2. Sport Club Student Leaders must complete an honorarium split request if they would like to split the allocated amount up amongst multiple volunteers.
3. Student leader may communicate to Volunteer Coach the amount that has been budgeted but may not promise or guarantee that the amount will be awarded.
4. Current student leaders will request intention to award honorarium to Campus Recreation professional staff prior to Spring Break (or at the conclusion of the Club's season).
5. Honorarium payments will be awarded at the conclusion of the Club's season.

Funding Source

In general, honoraria payments will come from funds allocated by UNH Campus Recreation (1AJREC UJGCLB). Should a Coach decline the honorarium, the funds cannot be transferred to the club's fundraising account.

Volunteer Sport Club Coaches may receive an honorarium for their service with the program. Current UNH Employees must be paid through the Payroll system. The maximum award may not exceed \$10,000 based on DOL Opinion Letter regarding Volunteers (FSLAA2005-51, Nov 2005), that provided justification for USNH to consider the coaches as volunteers who receive a "nominal fee".