



Club Sports Coach/Instructor Form  
2025-26

CLUB NAME: \_\_\_\_\_

COACH/INSTRUCTOR NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CLUB SALARY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

COACHING BIOGRAPHY: (List experience within the sport you wish to work with. Attach another sheet if needed):

QUALIFICATIONS:

GOALS AND EXPECTATIONS FOR THE CLUB (Attach another sheet if needed):

Please turn page over and read the "CLUB SPORT COACH/INSTRUCTOR INFORMATION" on the back side. This form is only complete once the coach signs and dates the form. Please direct any questions or concerns to the Club Sports Director: Angela L. Michael [alm@msu.edu](mailto:alm@msu.edu) (517) 432-2661.

## CLUB SPORT COACH/INSTRUCTOR INFORMATION

The Coach/Instructor is to provide only coaching and training techniques for the specific sport. **All Club Sport affairs and procedures are to be handled by the Club Sport officers** (with the exception of administrative tasks written into the coach's contract).

The Coach/Instructor is ineligible to participate in club competition (unless they are a current MSU student and otherwise qualify as a Club Sport member). There are a few exceptions regarding instructors for specific martial arts, where the instructors are able to compete as a part of their continued training. If you believe you are in the exceptions category, please make a note below your signature as to why you should be allowed to compete. If you are emailing this form, include the note in the email.

All Coaches/Instructors regardless of MSU affiliation must activate a membership to gain entrance to the IM Facilities. More instructions to follow upon completion of this form.

The Coach/Instructor and the club shall make no promise of monetary or other rewards to any players or prospective players. The club officers shall decide how club funds are used.

The Coach/Instructor should be aware of any situation that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members. Notify the Club Sports Director regarding any such situation.

Maintain a professional Coach/Instructor and player relationship with all students involved in the club sport.

Coaches/Instructors must help ensure good sportsmanship at all times.

A Club Sport is first and foremost a student organization and therefore the student officers must serve as the primary contact between the club and Club Sports Director.

The Coach/Instructor responsibilities are not those of a varsity coach. The Club Sports Program is designed to allow the club members to administer all facets of the clubs' activity except coaching, with exceptions written into the coach's contract.

The Club Sports Director in conjunction with the club officers may relieve the club coach or instructor at any time if it is determined that the coach is not working in the best interest of the club and/or the Rec Sports Department or the University.

Coaches/Instructors are expected to comply with any request by the Club Sports Director for a meeting to discuss club or coach/instructor related issues.

All coaches/instructors must submit a new Coach/Instructor Form on a yearly basis upon approval to continue coaching the Club.

I have read and understand the above "Coach/Instructor Information" and agree to abide by the rules listed. I understand that infraction of any of the policies or procedures could mean dismissal by the Club or Club Sports Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_