

7.4 Student Government Association

Last Revised: April 2024

Policy: Piedmont Community College (PCC) provides a voice for students through the Student Government Association (SGA).

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the organizational structure and responsibilities of Piedmont Community College's SGA.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority.

Procedure:

Section 1: Supervision and governance

- 1.1. All activities of the SGA are directed by the *Constitution and Bylaws of the Student Government Association of Piedmont Community College* (see **Exhibit 7.4A**).
- 1.2. The organization, expenditures, and activities of the SGA are under the supervision of the Vice President, Student Development.
- 1.3. The Vice President, Student Development, appoints an SGA advisor.

Section 2: SGA Governing Body

- 2.1. The executive officers (as defined in the SGA Constitution) will serve as the governing body of the student government and will focus on the following activities:

- 2.1.1. Communication—Finding better ways to communicate what is happening on campus through campus social media, flyers emails, and community resources.
- 2.1.2. Community Relations—Activities such as the Angel Tree, bloodmobile, and other community services.
- 2.1.3. Funding—Managing, allocating, and evaluating the use of budgeted funds generated by the Student Activity Fee and other sources.
- 2.1.4. Leadership Development—Utilizing workshops and conferences to expand the development of student leadership.
- 2.1.5. Student Clubs—Reviewing the activities of current clubs and organizations on campus along with chartering new clubs and organizations.
- 2.1.6. Student Involvement—Increasing students involved in activities, organizations on campus, and encouraging the formation of new clubs and organizations that will encourage increased student involvement.
- 2.1.7. Student Issues—Current issues, needs of students, and needs of future students to be addressed in accordance with SGA policies.
- 2.1.8. Student Representation—The SGA Executive Council will make sure that all students have the opportunity to have their issues heard and addressed.

Legal Citation: N/A

History: Effective February 1976; Revised December 1980, October 2001; Reviewed March 2011; Revised February 2012; Revised October 2019; Reviewed January 2020; Revised (title change) August 2020, September 2022, April 2024

Exhibit 7.4A

PREAMBLE

We, the students of Piedmont Community College, in order to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to promote the growth and development of the College, and to promote college-community relations, hereby establish this Constitution and Bylaws.

ARTICLE I. COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. The Student Government Association will be composed of the SGA Executive Council, and the students of Piedmont Community College.

Section 2. Every registered student will be governed by the Constitution and Bylaws of the Student Government Association.

Section 3. All registered students will have membership in SGA, unless that student is a member of Piedmont Community College faculty or staff as this could be considered a conflict of interest.

ARTICLE II. THE SGA ADVISOR(S)

Section 1. The SGA advisor(s) will consist of faculty and/or staff members appointed by the Vice President, Student Development.

Section 2. The SGA Advisor(s) will serve as a mentor to the SGA Executive Council members by providing overall vision, promoting a democratic approach to planning, decision-making, encouraging teamwork, and monitoring the execution of SGA objectives.

Section 3. The SGA Advisor(s) will monitor the SGA budget and the Treasurer's handling of the SGA budget.

Section 4. The SGA Advisor(s) will uphold the SGA Constitution and strive to abide by the instructions contained within.

Section 5. The SGA Advisor(s) will counsel SGA executive officers concerning instances of non-compliance with the Constitution and Bylaws or poor performance in their duties as SGA Executive Officers as specified in the SGA Constitution. Should an officer require removal from

their position, the SGA Advisor(s) will notify the individual and the Vice President, Student Development.

Section 6. The SGA Advisor(s) will maintain SGA records of financial expenditures, grant requests, election material, results, and any other SGA-pertinent materials.

ARTICLE III. SGA EXECUTIVE COUNCIL

Section 1. AUTHORITY AND COMPOSTION – The executive power of the students will be vested in an SGA Executive Council composed of the Student Government Association President, Vice-President, Secretary, Treasurer, Parliamentarian, Publicity Officer, and the Caswell Member-at-Large. (See **Article IV. Officers**)

Section 2. POWERS – The SGA Executive Council will act as a liaison between the Student Government Association, the administration, and faculty of Piedmont Community College.

Section 3. MEETINGS – The SGA Executive Council will meet at least once a month with the Student Government Association Advisor.

Section 4. COMPENSATION – The SGA Executive Council members will receive a stipend at the end of each semester of active service (fall and spring semesters only) in accordance with the regulations stated in Article VI.

ARTICLE IV. OFFICERS

Section 1. The President of the Student Government Association will:

- a) Be the chief executive officer of the Student Government Association;
- b) Enforce all decisions of the SGA Executive Council and execute all administrative responsibilities of the SGA Executive Council;
- c) Represent the Student Government Association in relations with the administration and with students of other academic institutions;
- d) Sign all documents, minutes, budgets, or other measures approved by the Student Government Association;
- e) Call and preside at all meetings of the Student Government Association;

- f) Approve all disbursements and requisitions of the Student Government Association funds in the absence of the Treasurer;
- g) Serve as an ex-officio member of all the committees of the Student Government Association;
- h) Appoint students to committees where appropriate with approval of the SGA Advisor;
- i) Call special meetings of the SGA Executive Council as necessary;
- j) Serve as an ex-officio member to the Piedmont Community College Board of Trustees; and
- k) Vote only to break a tie.

Section 2. The Vice President of the Student Government Association will:

- a) Preside at all meetings of the SGA Executive Council, and the Student Government Association in the absence of the President;
- b) Assist the Student Government President in the performance of their duties;
- c) Exercise the powers of the Student Government President when the President is unable to do so;
- d) Succeed to the office of President if the President is unable to continue their duties;
- e) Serve as editor of student publications;
- f) Serve as a voting member of the SGA Executive Council; and
- g) Produce and preserve the SGA Executive Council's historical data.

Section 3. The Secretary of the Student Government Association will:

- a) Maintain records and minutes of all meetings of the SGA Executive Council and provide a copy of each to the Vice President, Student Development within five days of all meetings;

- b) Maintain minutes of all meetings of the Student Government Association;
- c) Assist the Student Government Association President in the performance of their duties;
- d) Compose reports as requested by the President;
- e) Attend to all correspondence of the SGA Executive Council; and
- f) Serve as a voting member of the SGA Executive Council.

Section 4. The Treasurer of the Student Government Association will:

- a) Prepare an annual budget in March for presentation to the SGA Executive Council;
 - i. The budget approved by the SGA Executive Council will then be forwarded by the Student Government Association President to the Vice President, Student Development, then to the President of the College for adoption by the Board of Trustees.
 - ii. The budget must show anticipated revenue from student activity fees and projected disbursements for student activities such as student clubs, events, dances, and other socials, the student newspaper, and similar activities.
 - iii. The SGA's financial records will be maintained in the College business office and will be audited by the North Carolina State Auditor's Office.
 - iv. Unspent funds will be carried forward according to the practices, rules, and regulations of the College business office.
- b) Approve all disbursements and requisitions of Student Government Association funds;
- c) Maintain records of all allocations and expenditures of Student Government Association funds;
- d) Have the authority, at the request of the Student Government President, to audit the financial records of any student organization that receives funds from the Student Government Association budget or is recognized and accredited by this Constitution and Bylaws;
- e) Collect and deposit funds from SGA-related fund raising activities; and
- f) Serve as a voting member of the SGA Executive Council.

Section 5. The Parliamentarian of the Student Government Association will:

- a) Establish and maintain parliamentary order at the business meetings of the Piedmont Community College Student Government Association;
- b) Act as advisor to the SGA Executive Council in the interpretation of the Student Government Association Constitution;
- c) Serve as a voting member of the SGA Executive Council;
- d) Oversee the election of SGA Executive Council members as established in the Student Government Association Constitution;
- e) Conduct and report on Student Government Association surveys and research as necessary to establish the constituency, and research any concerns of the membership as deemed necessary by the SGA Executive Council;
- f) Assist in all other areas related to parliamentary procedure as deemed desirable by the SGA Executive Council and the purposes of this organization; and
- g) Interpret the SGA Constitution according to *Robert's Rules of Order, Newly Revised* and the N4CSGA Constitution.

Section 6. The Caswell Member-at-Large will:

- a) Coordinate all activities with the SGA Executive Council at the Caswell Campus;
- b) Serve as a representative of the Caswell Campus in all Student Government decisions;
- c) Serve as the liaison between the Caswell Campus administration and the SGA Executive Council;
- d) Maintain a presence on the Caswell Campus by providing office hours; and
- e) Serve as a voting member of the Executive Council.

Section 7. The Public Information Officer will:

- a) Serve as liaison between the Director, -Public Information and the SGA Executive Council.

- b) Prepare and release publicity to the appropriate media under the direction of the SGA Executive Council;
- c) Release public information to the students of Piedmont Community College, and advisors, as directed by the SGA Executive Council;
- d) Serve as a voting member of the SGA Executive Council;
- e) Serve as media coordinator for the Student Government Association when necessary, and with the approval of the SGA Executive Council;
- f) Direct the printing and publication of any SGA publication;
- g) Assist the Vice President in the maintenance of the historical records of the organization; and
- h) Assist in all other areas related to public information as deemed desirable by the SGA Executive Council and the purpose of the organization as a whole.

ARTICLE V. ELECTION AND POWERS OF THE EXECUTIVE COUNCIL

Section 1. Elections for Student Government Association officers will be held by the third (3rd) Friday in March. If elections cannot be held by this date due to natural events or occurrences, elections will be held once conditions are stable.

Section 2. All candidates for office must announce their candidacy by the established deadline prior to the election and must be prepared to present their qualifications to the student body in written and/or oral presentations according to rules established by the Student Government Association.

Section 3. The office of President and Vice President on the SGA Executive Council is open to students who are or who have been active members of a PCC student club or organization for at least one semester, with membership completed before the spring election. Student(s) must complete at least one semester at PCC prior to running for these SGA offices.

Section 4. A student can run for any open position other than President and Vice President, prior to completing their first semester but will be required to submit qualifications for the position they are running for and go through an interview with the SGA Advisor and election

committee. Candidates must be enrolled in six (6) credit hours and have a cumulative 2.5 G.P. A in an Associate Degree, Diploma, or Certificate by the end of their first semester.

Section 5. Candidates who are dually enrolled high school students must have junior status based on high school enrollment, based on PCC enrollment they must be enrolled in six (6) credit hours and have a cumulative 2.5 G.P. A, in an Associate Degree, Diploma, Certificate, or pathway.

Section 6. All currently enrolled curriculum students may vote in the election for officers.

Section 7. All candidates for office shall be elected by a majority of student votes cast during the time of the annual election.

Section 8. All student votes shall be cast by secret ballot, and no soliciting at the polls will be permitted.

Section 9. The annual election will be under the supervision of the Vice President, Student Development or their designee.

Section 10. The SGA Executive Council is authorized to conduct SGA business between regular scheduled meetings as needed with ratification at the next scheduled meeting.

ARTICLE VI. REGULAR GOVERNING OFFICERS

Section 1. Any officer failing to maintain at least a 2.5 cumulative GPA each semester will forfeit their office and will be ineligible for the semester stipend.

Section 2. Any officer who is absent for more than three (3) regularly scheduled meetings without an official excuse from the SGA Advisor will forfeit their office and be ineligible for the semester stipend.

Section 3. Any officer who does not enroll for a minimum of six (6) credit hours per semester (Fall and Spring only) and who does not earn credit for at least six (6) credit hours per semester (Fall and Spring only) will forfeit their office and will be ineligible for the semester stipend.

Section 4. If an officer resigns, leaves school, or is removed from office, the SGA Executive Council will appoint a person to serve until the next scheduled election for that office. The Vice President, Student Development must approve the selection. The officer who resigns will be ineligible for the semester stipend.

Section 5. If an officer acts in any way in violation of the Piedmont Community College Code of Conduct, they will be treated as any other student and will be subject to the same disciplinary actions. In addition, the Vice President, Student Development has the authority to remove the officer from office, in addition to any other appropriate disciplinary actions. The officer thus removed may appeal this decision through the Grievance and Student Appeal Procedure. If removed from office, the officer will be ineligible for the semester stipend.

Section 6. Collectively, SGA officers must maintain a minimum of 8 posted office hours per week in the SGA office and be available to hear student comments.

ARTICLE VII. MEETINGS

At least one business meeting of the Student Government Association will be held each month. The Student Government President will preside at these meetings and will ask for reports from all committees and clubs. Meetings will alternate between the Caswell and Person Campuses.

ARTICLE VIII. REQUIREMENTS FOR STUDENT CLUBS AND ORGANIZATIONS

Section 1. Club Advisors and Coaches are important positions within Piedmont Community College. Advisors and Coaches are both teachers and mentors to their members. They provide leadership, guidance, support, and growth to their members. Each role comes with a set of responsibilities, as outlined below.

Club Advisor responsibilities:

- a) Advisors must provide information and direction to the club officers.
- b) Advisors must be familiar with the SGA constitution, PCC General Catalog and Student Handbook, and the College's Policy and Procedures Manual (located on the college website), and ensure their club adheres to all requirements.
- c) Advisors must serve as liaison with strong communication regarding meetings, activities, fundraisers, student support, and student travel.
- d) Advisors are expected to allow the duly elected student leadership to exercise primary decision-making authority with regards to scheduling meetings, organization goals and objectives, and activities within the limitations of the expectations above.
- e) Advisors are encouraged to meet with organization officers and members as determined by the organization's constitution.

- f) Advisors must require club members participate in a minimum of (2) SGA events each semester (fall and spring) and either attend the monthly SGA business meetings or submit a club report to be shared at the meeting.
- g) Advisors must attend all events that require travel.
- h) Advisors will oversee the finances of the organization and the appointed club treasurer to ensure the organization adheres to sound fiscal policies and procedures. See PCC Policy 7.9 Student Fundraising for more information.
- i) Advisors will approve financial, travel, and purchase requests. **The club cannot exceed the amount requested from SGA.**
- j) Advisors should be familiar with the organization's constitution and all other governing documents, so that they may advise effectively.
- k) Advisors are required to attend one (1) mandatory advisor training each year. Additional trainings may be offered and required of advisors. Trainings may include new or changed procedures, forms, or software updates.
- l) Advisors should ensure the club properly registers by September 30 of each academic year. Clubs registering after this date require appropriate Student Engagement Director and VP approval.
- m) Advisors will maintain an active student participation roster that will be submitted to the SGA Club Advisor at the end of each term (Fall/Spring).
- n) Advisors should meet with the officers of the organization to discuss expectations for roles and responsibilities and set goals for the academic year. They should attend general meetings as needed and be available outside of those meetings for advice and consultation related to the operations of the organization.
- o) If an advisor resigns from the club or is no longer able to fill the advisor role(s), the advisor must notify the SGA advisor of their resignation and replacement in a written statement at least two (2) weeks, when possible, prior to leaving the club.
 - a. If there is no advisor(s) replacement the student club will be held in inactive status until a replacement is made.
- p) Advisors will receive a \$250 stipend each semester (fall and spring). If there is more than one Advisor, the stipend will be divided evenly between each Advisor.
- q) Advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester.

- r) Advisors who are PCC faculty or staff members must have approval from their supervisor to participate in a club/org advisor role.
- s) Background checks will be required for all advisors who are not PCC employees.
- t) All advisors must sign the statement of commitment form. Please see the SGA Advisor for the *PCC Student Club Advisor Agreement* (see **Exhibit 7.4B**).

Club Sport Coach responsibilities:

- a) Coaches should be familiar with PCC's General College and Student Handbook and the College's Policy and Procedure Manual (located on the college website) and ensure their team adheres to all requirements.
- b) Coaches should be familiar with the local parks and recreation department's policies or guidelines that establish expectations for student or athlete behavior and activities.
- c) Coaches must attend any required team meeting(s) held by the local parks and recreation department, all games, practices, and tournaments. If a Coach is unable to attend an event, they must make arrangements with the Director, Student Engagement to provide coverage.
- d) Coaches must turn in registration documents to the local parks and recreation department's by required deadlines.
- e) Coaches must be the primary contact for the team.
- f) Coaches must have at least one meeting prior to the start of season to discuss games, practices, jersey/shirt numbers, etc., with the team.
- g) Coaches will work with the team to decide on an appropriate practice schedule, including dates and times.
- h) Coaches are responsible for securing keys from the local parks and recreation department's that are needed to open gym/practice facilities and returning them to the local parks and recreation department in a timely manner.
- i) Coaches are responsible for making sure any facilities used by the team are cleaned up and left in appropriate condition.
- j) Coaches will report any PCC code of conduct violations by any participants during scheduled games or practices to the Vice President, Student Development.
- k) If a coach resigns from their position or is no longer able to fill the coaching duties, the coach must notify the Director, Student Engagement of their resignation in writing immediately.

- l) Coaches will receive a \$350 stipend at the end of the intramural sports season if all duties listed in this agreement are performed.
- m) If there is more than one coach, the stipend will be divided evenly between each coach.
- n) A team with 10 or fewer players cannot split into a second team.
- o) Background checks will be required for all coaches who are not PCC employees.
- p) All Coaches must sign the statement of commitment form. Please see the SGA Advisor for the *PCC Club Sports Coaching Agreement* (see **Exhibit 7.4C**).

Section 2. A proposed student club or organization must display evidence of a sound organizational philosophy and must select faculty or staff advisors and recruit at least three (3) student members. Each proposed student club or organization must submit to the SGA a petition for authority and a proposed constitution and bylaws to show just cause for the organization's existence. Each student club or organization will receive its charter after the **SGA advisor has reviewed and the Vice President, Student Development has approved the proposed constitution and bylaws for the club.**

For a Club Sport Team, there must be sufficient interest to be eligible to participate in the local parks and recreation program. A team with 10 or fewer players cannot split into a second team.

Section 3. For a club to be considered eligible to receive funds from the SGA budget, representatives of the club must actively participate in all SGA events. In addition, the club must issue a written request to the President of the SGA specifying the amount needed, how the funds are to be spent, and what funds the club has raised or will raise through the club's own fundraising efforts. The club may not exceed the amount requested from SGA.

Section 4. All club advisors are required to attend one (1) mandatory advisor training each year. The date(s) each semester for advisor training will be established by the SGA advisor and will be in conjunction with the registration deadlines and approval of new clubs/orgs by the VP.

Section 5. Club advisors will receive a stipend of \$250 per semester (at the end of each fall and spring semester) if all the requirements are met. If there is more than one Advisor, the stipend will be divided evenly between each Advisor. Club advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester. Clubs must maintain at least three (3) members per semester and participate in all SGA events. Failure to do so, the advisor will be ineligible for the semester stipend.

Section 6. All clubs must have bylaws/constitution on file. Advisors are permitted to update bylaws/ constitution once a calendar year. Once the update is made, it must be given to the SGA advisor and then approved by the Vice President, Student Development.

Section 7. A group is not considered a club or organization until all the proper paperwork is on file with the SGA Advisor and approved by the Vice President, Student Development. Information meetings may be held to see if students are interested in starting a club or organization. Contact the SGA Advisor for the new club/organization guidelines.

Section 8. In the event the club/organization dissolves, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College or to the Piedmont Community College Foundation.

Section 9. Non-discrimination statement: The SGA will not discriminate in the make-up of its membership, in granting charter for new clubs and organizations, supporting existing clubs and organizations, and funding requests for SGA-supported activities. It is the policy of Piedmont Community College to provide an educational and working environment free from sexual and other unlawful harassment, discrimination, and retaliation. Harassment, discrimination or retaliation against an employee or student on the basis of race, color, religion, creed, gender, nation or ethnic origin, age, disability, veteran or active military status, genetic characteristics, or any other category protected by law is strictly prohibited and will not be tolerated of anyone associated with the College.

ARTICLE IX. ADMINISTRATIVE RELATIONSHIPS

Section 1. It is recognized that any authority vested in the SGA is delegated authority and may be withdrawn by the College administration.

Section 2. Any action taken by the Student Government Association is subject to review and approval by the President of Piedmont Community College.

ARTICLE X. AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by the SGA Executive Officers of the Student Government Association.

Section 2. If an executive officer proposes an amendment to the Constitution, a majority vote of the executive officers is required to approve the amendment. (See **Article XI. Ratification**)

Section 3. Approved amendments will become effective after the proposal for the amendment has been passed.

ARTICLE XI. RATIFICATION

Section 1. To accomplish ratification of the Constitution, it will be presented to eligible students at least one (1) week prior to the referendum. A two-thirds majority of the votes cast in the referendum must be in the affirmative for ratification. The President of the College and the Board of Trustees must approve the document.

Section 2. This Constitution will take effect on the first day of the new semester following ratification.

ARTICLE XII. DISSOLUTION

In the event that the Student Government Association should be dissolved, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College or to the Piedmont Community College Foundation. Should the College or the Foundation be unable, or unwilling, to accept these assets, they will be distributed to a local fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code.

Legal Citation: N/A

History: Ratified November 1990; Amended February 1991, February 2001, March 2005, February 2012, August 2020, August 2022, September 2022, April 2024

Exhibit 7.4B

Piedmont Community College (PCC) Student Club Advisor Agreement

Student Government Association appreciates your commitment to serve as an advisor to a recognized student organization at PCC. The advisor can play an integral role in helping student leaders create an environment within their organization that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interact with the organization.

Advisor Agreement

- Advisors must provide information and direction to the club officers.
- Advisors must be familiar with the SGA constitution, PCC General Catalog and Student Handbook, and the College's Policy and Procedure Manual (located on the college website), and ensure their club adheres to all requirements.
- Advisors must serve as liaison with strong communication regarding meetings, activities, fundraisers, student support, and student travel.
- Advisors are expected to allow the duly elected student leadership to exercise primary decision-making authority with regards to scheduling meetings, organization goals and objectives, and activities within the limitations of the expectations above.
- Advisors are encouraged to meet with organization officers and members as determined by the organization's constitution.
- Advisors must require club members participate in a minimum of (2) SGA events each semester (fall and spring) and either attend the monthly SGA business meetings or submit a club report to be shared at the meeting.
- Advisors must attend all events that require travel.
- Advisors will oversee the finances of the organization and the appointed club treasurer to ensure the organization adheres to sound fiscal policies and procedures. See PCC Policy 7.9 Student Fundraising for more information.
- Advisors will approve financial, travel, and purchase requests. **The club cannot exceed the amount requested from SGA.**
- Advisors should be familiar with the organization's constitution and all other governing documents, so that they may advise effectively.

- Advisors are required to attend one (1) mandatory advisor training each year. Additional trainings may be offered and required of advisors. Trainings may include new or changed procedures, forms, or software updates.
- Advisors should ensure the club properly registers by September 30 of each academic year. Clubs registering after this date require appropriate Student Engagement Director and VP approval.
- Advisors will maintain an active student participation roster that will be submitted to the SGA Club Advisor at the end of each term (Fall/Spring).
- Advisors should meet with the officers of the organization to discuss expectations for roles and responsibilities and set goals for the academic year. They should attend general meetings as needed and be available outside of those meetings for advice and consultation related to the operations of the organization.
- If an Advisor resigns from the club or is no longer able to fill the advisor role(s), the Advisor must notify the SGA advisor of their resignation and replacement in a written statement at least two (2) weeks, when possible, prior to leaving the club.
- Advisors will receive a \$250 stipend each semester (fall and spring). If there is more than one Advisor, the stipend will be divided evenly between each Advisor.
- Advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester.
- Advisors who are PCC faculty or staff members must have approval from their supervisor to participate in a club/org advisor role.
- Background checks will be required for all Advisors who are not PCC employees.

I have read the above Advisor Responsibilities and agree to serve as the official advisor.

Advisor Signature/Date

Co-Advisor Signature/Date

Advisor Supervisor Signature/Date

Co-Advisor Supervisor Signature/Date

Term Effective: _____

Exhibit 7.4C

Piedmont Community College Club Sports Coaching Agreement

Piedmont Community College (PCC) appreciates your commitment to serve as a coach to a recognized club sport at PCC. The coach can play an integral role in helping players create an environment within their sport that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interact with the team.

Coaching Agreement

- Coaches should be familiar with PCC's General College and Student Handbook and the College's Policy and Procedure Manual (located on the college website) and ensure their team adheres to all requirements.
- Coaches should be familiar with the local parks and recreation department's policies or guidelines that establish expectations for student or athlete behavior and activities.
- Coaches must attend any required team meeting(s) held by the local parks and recreation department, all games, practices, and tournaments. If a Coach is unable to attend an event, they must make arrangements with the Director, Student Engagement to provide coverage.
- Coaches must turn in registration documents to the local parks and recreation department's by required deadlines.
- Coaches must be the primary contact for the team.
- Coaches must have at least one meeting prior to the start of season to discuss games, practices, jersey/shirt numbers, etc., with the team.
- Coaches will work with the team to decide on an appropriate practice schedule, including dates and times.
- Coaches are responsible for securing keys from the local parks and recreation department's that are needed to open gym/practice facilities and returning them to the local parks and recreation department in a timely manner.
- Coaches are responsible for making sure any facilities used by the team are cleaned up and left in appropriate condition.
- Coaches will report any PCC code of conduct violations by any participants during scheduled games or practices to the Vice President, Student Development.

- If a coach resigns from their position or is no longer able to fill the coaching duties, the coach must notify the Director, Student Engagement of their resignation in writing immediately.
- Coaches will receive a \$350 stipend at the end of the intramural sports season if all duties listed in this agreement are performed.
- If there is more than one coach, the stipend will be divided evenly between each coach.
- A team with 10 or fewer players cannot split into a second team.
- Background checks will be required for all coaches who are not PCC employees.

I have read the above coaching responsibilities and agree to serve as the official coach to a PCC Club Sports Team.

Please list sport and season:

Head Coach Signature/Date

Assistant Coach Signature /Date

Head Coach Supervisor Signature/Date

Assistant Coach Supervisor Signature/Date