

Coach Hire Checklist

CLUB SPORTS COACH HIRE CHECKLIST

This checklist is for planning purposes only. Please send all requirements for hire to Recreation@hofstra.edu. Note: coaches are not permitted to work with the team until they receive notification in writing of hire.



Club Must Submit the Following to Campus Recreation:

- Intent to Hire – Club Must Provide the following in writing to Campus Recreation:**
 - Coach's names, phone number, email address
 - Amount of pay per semester
 - Coach's Resume
 - Coach's sport-specific certification, if applicable
 - Coach's CPR/AED Certification (must be up to date by coach's start date)

- Interview with Campus Recreation Staff**
Staff will set up interview directly with coach

- Background Check and HR Application**
At the discretion of Campus Recreation Staff, coach will be recommended for hire and will be sent background check and HR application by campus recreation staff

- Coach Agreement**
Coaching Agreement form will be provided by Campus Recreation

Returning (Reappointment) Hire

- CPR/AED Certification**
Must be up to date and sent to Campus Recreation

- Notice of Payment**
Club must provide the amount of pay per semester to campus recreation in writing

- Coach Agreement**
Coaching Agreement form will be provided by Campus Recreation

Coach/Club leadership will receive notification in writing from Campus Recreation informing you that your coach is eligible to begin working with your club.

* Coach is responsible for submitting timesheets to Campus Recreation throughout their appointment.