



University of Strathclyde Sports Union

2021-22 | Club Coach Guide

Strathclyde Sports Union

Thank you for assisting with the coaching of University of Strathclyde students and committing your time to their sporting development. We hope that by supporting the clubs with the provision of sports coaches, our students will develop and maintain greater standards in the highly competitive area of student sport.

The Sports Union is part of the Students' Association at the University of Strathclyde, which is a separate charitable body to the University. For more information on the Sports Union visit www.strathsports.co.uk, or the Students' Association visit www.strathstudents.co.uk.

The Sports Union operates to support all students with their student-led clubs and activities. All our sports clubs are student-led groups and are constitutionally run and governed by students on a day-to-day basis, who are represented within the Union and University by an annually elected Vice President Sports & Wellbeing.

Coaches are expected to follow the Union staff lead in providing advice but allowing the student committees to set their own development targets, goals, and actions, except where there is a health & safety risk. The Union currently supports over 50 student clubs across the University of Strathclyde, which are led by student committees. Each committee works to ensure the development and success of their activity whilst developing personal skills and benefits.

The Sports Union provide further support and assist activities with the safety, operation, and wellbeing of their club, so please do not hesitate to contact us if you have any questions or queries.

Registering as a Coach

All coaches, whether a brand-new coach or returning, must fill out an online registration form. This is an important step in making sure that clubs and coaches are covered for insurance purposes and records. Coaching registrations are valid for one academic year, running 1st August to 31st July in line with the Students' Union financial year. Coaches must be registered no later than 31st October each year. In exceptional circumstances applications can be processed after this date.

Returning Coaches

If you are a returning coach from the previous academic year, you must fill out the online registration form for a returning coach for 2021-22:

[Register as a Returning Coach for 2021-22](#)



New coaches

If you are a brand-new coach for the year, you must fill the online registration form for a new coach for 2021-22:

[Register as a new coach for 2021-22](#)

Qualifications

Please can coaches or clubs send copies of all coach's qualifications to ann.taylor@strath.ac.uk no later than 48 hours after submitting this form. If you are not able to upload or email documents, please bring a copy to the Sports Union Office located in Strathclyde Sport.

Club Coach Code of Conduct

The Sports Union agrees with the Sports Coach UK Code of Practice for Sports Coaches and believes that good coaching practice needs to reflect the key principles of rights, relationships, personal responsibilities, and professional responsibilities.

In brief, we feel that all coaches should be ensuring that participants have positive experiences, and demonstrate a high degree of honesty, integrity, and competence.

Coaches are expected to:

- Respect and champion the rights of every individual to take part in sport.
- Develop relationships with participants based on openness, honesty, mutual trust, and respect.
- Demonstrate proper personal behaviour and conduct at all times.
- Maximise the benefits and minimise the risk to participants, committing to safe and correct practice in line with sector best practice and through attaining competence through relevant qualifications.
- Respect the autonomy of the student committee to govern their group, bringing any concerns about their governance in relation to safety and risks to the attention of the Sports Union staff and Vice President as soon as possible
- Hold valid qualifications to at least UKCC Level 1 or equivalent in the sport they are coaching, as well as valid insurance, and keep the Sports Union up to date with copies of all relevant certificates.

For a full list of the principles, issues, and actions we expect coaching staff to comply with, please see the Sports Coach UK Code of Practice for Sports Coaches at:

- www.sportscoachuk.org/resource/codepractice-sports-coaches.

Health & Safety Procedures

Sports Union club committees complete risk assessments for all approved activities undertaken by recognised student groups at the University of Strathclyde, however as part of this some

responsibilities are devolved on a day-to-day basis to the relevant sport facility or coaches attending the sessions. Please read and familiarise yourself with our sport club [health & safety procedures](#) as well as the following:

- Coaches are responsible for bringing to the attention of the relevant sports facility staff any problems with the sport facility that they feel may prove a risk to safe participation in the planned sport session. It is at the coach's discretion whether they feel a hazard provides a risk too serious to allow for a session to continue.
- Any problems with equipment that constitute a hazard should be brought to the attention of the relevant sports facility staff and the Sports Union staff, and again it is at the coach's discretion whether they feel the hazard provides a risk too serious to continue use of the equipment.
- Coaches have a responsibility to ensure that the safety of students with whom they work is within the limits of their control, as far as is reasonably practicable. All coaches retain the right to ask a participant to leave following dangerous behaviour, and all incidents of this must be reported to the student committee and the Sports Union staff as soon as possible.
- All coaches should be aware of the safety implications relevant to the coaching of their activity and the environment they are coaching within and follow all NGB and sector practice to help avoid and minimise the risks involved in their sport.
- All coaches and participants have a duty of care for fellow participants and other persons near or around their coaching session.
- All coaches are required to have their own, personal liability insurance as recommended by the relevant sport National Governing Body. Voluntary coaches may be covered by the SU's insurance policy – please speak to a member of Sports Union staff to confirm if this applies.

First Aid

Coaches should be aware of the location of the First Aid facilities/equipment, qualified first aiders, and nearest phone within the venue from which they are operating. All accidents, injuries or near miss incidents must be reported to the Sports Union within 24 hours. It is the responsibility of the committee to do this; however, we welcome multiple reports and the inclusion of reports from coaches, as we are aware there can be technical issues involved that coaching staff may be better placed to explain in a report.

Coaching Cards

All coaches using University indoor facilities (e.g., Strathclyde Sport Centre) will need to have a valid Coaching e-card for identification and access purposes. Coaches will not be allowed into the building without one.

Coaches will receive their e-card once the club and the coach have completed the coach registration process. Please contact ann.taylor@strath.ac.uk if you do not receive your coaching e-card.

Coach Payment Procedures

Coaching fees are not payable to current students who provide a coaching service to a club of which they are a member, except in certain situations. Usually, students will be reimbursed agreed costs towards their qualifications and insurance.

- All paid coaches must agree and sign a contract for services agreement with the club. This should be submitted following completion of the Coach Registration Form. It should be signed by both club and coach and should be uploaded onto the club management portal in the ClubMark section. Clubs can access a template contract for services on the [committee training hub](#) under the 'resources' tab.
- The Sports Union is not able to make payments for services delivered that are not invoiced during the correct timeframe, so please ensure you submit invoices either monthly or termly. We do not pay for services not yet delivered, so please ensure your invoices cover the correct dates. All invoices must be addressed to the relevant club, at the Sports Union office address (found at the back of this document).
- In order for a coach/instructor to be paid the following must happen:
- The Coach shall be registered as self-employed with the HMRC. It is an offence for a self-employed individual not to register within XX months of beginning work as a sole trader. Details on how to register as self-employed can be found online [here](#) or by calling the HMRC directly.
- The coach shall complete the Coach Registration Form, including documentation of their insurance cover for coaching and their coaching qualifications.
- The Coach shall invoice the club. A template invoice is at the end of this document (appendix 1).

Treasurers must ensure that instructors are invoicing for the correct amount, and that actual service matches with that on the invoice.

Please see example invoice included in Appendix 1 as a guide, and ensure instructors have a copy for reference.

NB. Instructors may not charge 'Mat Fees' or equivalent, where they take cash from participants at sessions. All income from classes must be banked into the club account, from which the instructor can invoice for payment. Any clubs or societies found breaking this rule will be disciplined.

Employment Status

The Sports Union follows guidance from Sports Coach UK regarding the employment status of coaches, and considers all coaches who receive payment to be self-employed based on the following conditions:

- If a coach is unwilling to attend an agreed coaching session, you do have the right to send an equally qualified person in your place. However, you do not have to send someone in your place and have the right to decline continuing to work with any of our clubs.
- Coaching sessions will be agreed in advance with the committee members, and the general schedule and maximum payment will be confirmed with the Sports Union staff team. Any changes in maximum payment or sessions will be communicated by the student committee or Sports Union staff as soon as they are aware of any changes.
- Although the coaching sessions are limited to certain times, dates, and locations because of restrictions on our sports facilities, any coach is free to decline working the sessions.
- Payment is only made for sessions delivered – there are no contracted set hours, paid leave, pension, overtime, or bonus payments.
- The Sports Union provides basic equipment for each sport training and fixtures, however if you consider any specialist training equipment to be required then you will need to provide this as part of your coaching fee. On limited occasions the Sports Union may consider purchasing specialist training equipment for groups, but the equipment would need to be shown to be of a benefit to multiple groups of students for this to be considered.
- For more information about the employment status of University sport team coaches please read the Sports Coach UK document 'A Guide for Coaches Working in Higher Education', available at <http://www.sportscoachuk.org/resource/employment-status-coaches-guide-coaches-working-highereducation>.

Contact Details

The best email address to contact the Sports Union department on is ussa.sports@strath.ac.uk. Please do not hesitate to contact us on more information on invoicing or any other club coach matter.



Coaching Agreement

This Coaching Agreement sets out the terms and conditions of 'coaching' the USSU. Coaching is subject to these terms and conditions and is at all times conditional on the Coach abiding by the USSU rules.

<p>Memberships, fees and hires</p> <p>USSU reserves the right to accept a coach at its sole discretion.</p> <p>USSU reserves the right to refuse entry to the premises by any coach or former coach whose coaching card has been suspended or terminated.</p> <p>Coaching Card is personal to a coach and may not be assigned, transferred or otherwise disposed of.</p> <p>Every coach will be issued which shall remain the property of USSU and which is strictly non-transferable. Any coach may be asked at any time to produce their Coaching Card and must do so. If a coach is unable to produce their coaching card. USSU reserves the right to refuse admission.</p> <p>Loss or theft of a Coaching Card must be reported to USSU immediately. Coach's' shall be liable for the cost of any damage or loss caused to the facilities, by them.</p> <p>Liability</p> <p>USSU's liability for damage to or loss of Coach's property, including theft or loss of items, is strictly limited to damage or loss suffered as a result of the negligence of USSU, its staff, agents or elected officers.</p> <p>USSU will not accept any liability for any accident or injury (including any fatality) to any Coach that may occur on the premises other than liability which may arise from the negligence of USSU, its staff, agents or elected officers. All such incidents must be reported to a USSU representative.</p> <p>All items of lost property are logged and will be held on the premises for no more than two weeks. Thereafter, unclaimed items will be passed to the Police.</p> <p>Term and Termination</p> <p>Coaching Card access shall subsist for the duration of the Coaching Year.</p> <p>Coaching Year: 1 August – 31 July</p> <p>Health</p> <p>In accepting a Coaching Card, the coach warrants and represents that, so far as the coach is aware, the coach is in good physical condition and is capable of all forms of exercise and that such exercise would not be detrimental to his/her health.</p> <p>Without any way limiting the scope and effect of the coach's warranty given in clause 11 above, the coach is responsible for bringing to the attention of USSU any medical condition that may present a risk for a Coach engaging in any particular activity or exercise.</p>	<p>Suspension and Cancellation</p> <p>USSU reserves the right at its sole discretion and at any time to cancel or suspend the Coaching card of any coach with immediate effect in the event that the coach commits a serious breach of this Coaching Agreement and the breach if capable of remedy, is not remedied within 10 days of receipt of a notice advising the coach of such serious breach particularly where:</p> <ul style="list-style-type: none">- The coach fails to obey notice and signs in the premises or instructions of USSU representatives.- The coach breaches any of USSA and/or USSU's rules.- The coach's' conduct is improper or likely to endanger the welfare, safety, harmony, staff or reputation of USSU or to compromise the reasonable enjoyment of others.- The Coach is shown to have provided USSU with false or misleading information for the purposes of gaining a Coaching Card for him or her.- Any amounts due and owed to USSU by the coach have not been paid within 14 days following the date of a written notice of the amount due.- The Coach allows another person to use his/her Coaching Card to access the premises or- A coach brings any person on to the premises on an unauthorised basis. <p>General</p> <p>USSU collects and processes personal information, including images, of its coaches and potential coaches for processing coach applications, managing and administering coaching, health and safety reasons. Coaches are responsible for advising USSU as soon as practicable of any changes to their personal details.</p> <p>Where a coach is a matriculated student or employee of USSU, nothing in this Coaching Agreement shall operate to limit the effect of such other terms and conditions of matriculation or engagement as may exist between the Coach or USSU.</p> <p>USSU reserves the right to prevent entry into or reject from the premises anyone whose behaviour or appearance is, in its sole opinion, deemed by it to be unsuitable.</p> <p>USSU may alter, amend or add to the USSA/USSU rules at any time. Alterations, amendments and additions to the rules will be made available.</p> <p>Neither the coach or USSU shall be deemed to be in breach of this Coaching Agreement by reason of any delay in performing, or any failure to perform, any of their respective obligations if the delay or failure was due to any cause beyond the coach's or USSU's reasonable control.</p>
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Appendix 1 - Template Invoice

Invoice

[Company(/or Coach Name if invoice from individual)]
 [Address Line 1]
 [Address Line 2]
 [Postcode]

Invoice Date:	
Invoice No:	
For:	Services

BILL TO:

[Name]
 [Organisation Name]
 [Address Line 1]
 [Address Line 2]
 [Postcode]

SESSION DATE(S)	CLUB, VENUE & COACHING HOURS	RATE OF PAY(£/HR)	TOTAL
		Invoice Total	£

PAYMENT DETAILS

Individuals receiving payment from sports coaching should be registered self-employed. In order to comply with HMRC regulations, it has been recommended that USSU obtains the Unique Taxpayer Reference (UTR) number of all self-employed suppliers.	
UTR NUMBER: If invoice from individual	

Please send payment to address below within 28 days of invoice

Account Name:		Sort Code:	
Name of Bank:		Account No:	
Claimants Signature:		Date:	