STRATHCLYDE SPORTSUNION

CLUB COACHING

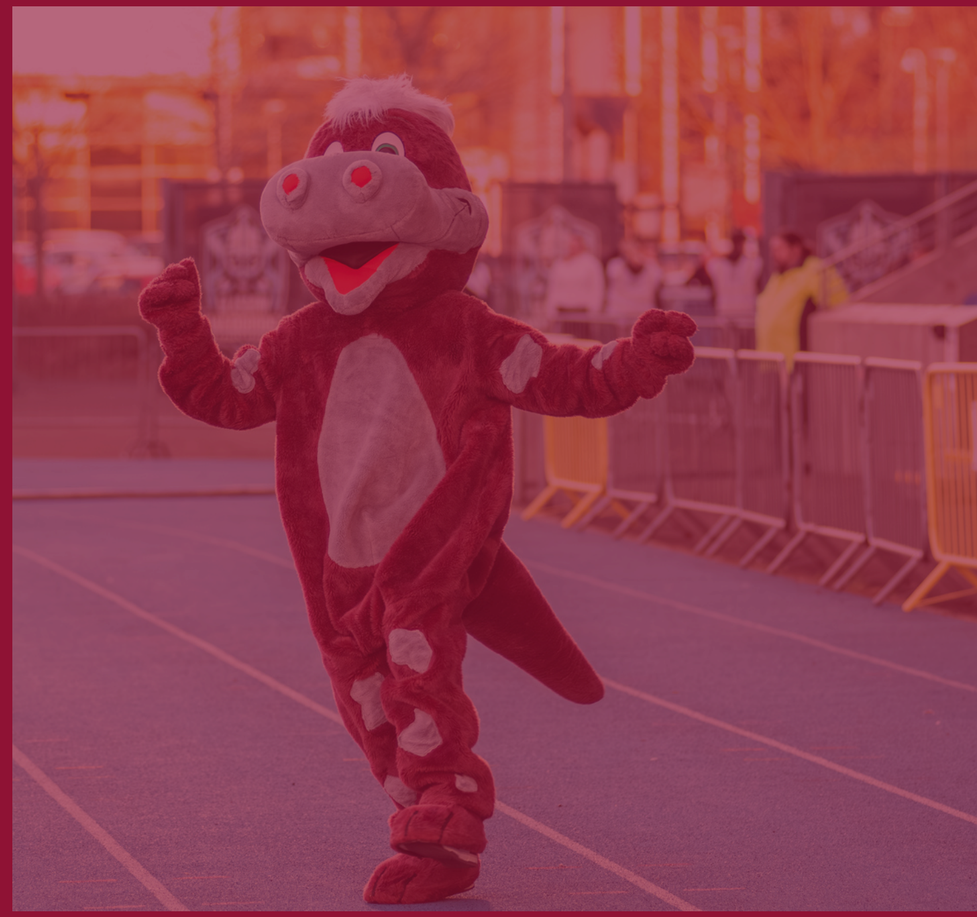


Committee Training | Coaching

This Module

Will cover:

- Coach recruitment and engagement of a self-employed coach
- Regulations on coaching sports clubs
- How to register a coach with the Sports Union
- Budgeting & funding for a Sports Coach
- Paying Coach invoices
- Code of Conduct for coaches and instructors
- Health & Safety and dealing with complaints
- Safeguarding



Introduction

Club Coaching

Coaches are an integral part of Sports Club activity:

- Maintaining and developing safety for all participants
- Delivering up to date practices that enhance the student experience
- Improve overall standards and performance of the club

It is essential that all clubs are engaging the services of appropriately qualified (and insured) individuals. Club Committees are responsible for:

- Recruitment of all paid and/or volunteer coaches
- Management of all paid and/or volunteer coaches (e.g. training requirements, contract negotiations etc.)
- Processing payment for services to paid coaches
- Dealing with any complaints

The Sports Union supports all affiliated Sports Clubs with the above ↑



Regulations

Coaches have the responsibility to maximise benefits and minimise risks to students involved in the club:

- Those coaching sport activities are required by law to ensure, as far as reasonably practicable, the health and safety of themselves and others who may be affected by what they do or fail to do (Health & Safety at Work Act, 1974).
- It's Sport Union policy for all coaches to be registered as USSU club coaches via the relevant online registration form on the Sports Union Website.
- Club coaches working at Strathclyde Sports Centre, must register properly before collecting a coaching card from the Sports Union office on an annual basis. This card must be held at all times when coaching a University of Strathclyde Sports Club.
- Qualifications - once registered, club coaches should send copies of all coach qualifications, accreditation (NGB), and insurance certification to the Sport Development Coordinator. If you are not able to upload or email documents, please bring a copy to the Sports Union Office located in Strathclyde Sport.

Code of Conduct

- All coaches must agree to the Code of Conduct and sign a Coaching Agreement during the registration process.
- Code of Conduct is adapted from Sports Coach UK to outline the ethical standards to which coaches are expected to conform when working with a University of Strathclyde Sports Club
- Covers key areas, including Rights, Personal Standards, Professional Standards and Relationships
- Coaches must maintain a strict professional relationship boundaries between athlete and coach either while coaching them or in the period of time immediately following the end of the coaching relationship.
- The Coaching Agreement sets out the terms and conditions of ‘coaching’ – Liability, Term & Termination, Health, and Suspension & Cancellation

Advertising Vacancies

First step - before looking for a coach you must decide on job description, including expectations of the role, hours, and competencies required.

- Job Description – there is a job description template in the additional resources section of this course.
- Advertising – The Sports Union can advertise roles on NGB, SportScotland, Scottish Student Sport, and BUCS websites. Adverts should state requirements, pay, and whether the role is paid or voluntary.
- Selection – Interview candidates (formal or informal) and arrange trial sessions to see how they fit your club.
- Contract – If hiring, agree and sign a contract outlining terms and conditions.
- Registration – All coaches must be registered via the USSU website before starting.
- Pay – Set by the club, Sports Union recommend national living wage.

Coach Registration

To ensure participation in student sport runs safely, all club coaches must register with the Sport Union.
No matter if you are a returning coach, brand new coach or a guest coach you must complete the online registration form prior to attending any club activity. The link to register can be found on the Sports Union website:

https://www.strathunion.com/sports-union/coachvolunteerhub/coach-registration/

The forms include information:

- Basic details – name, contact, email etc.
- Qualifications – name, date qualified, experience (sent to SDC)
- Arrangements – club coaching, status (staff, student, external), paid/voluntary
- Insurance & First Aid – NGB or personal cover, NGB affiliation and first aid qualifications.
- Reference – name and contact details for reference to be held on file
- Declaration – agreement to Terms & Conditions, Code of Conduct and GDPR

Guest Coaches

A guest coach is defined as a coach attending a Sports Union club for a one off or trial session. Coaches participating for anymore than 1 session per semester should complete the returning or new coach registration.

Club's must register their guest coach 2 buisness days prior to their scheduled session. Failure to do this will result in their coach not gaining access to Strathclyde Sport.

Club's can complete their guest coach registration by visiting the Sports website - https://www.strathunion.com/sports-union/coachvolunteerhub/coach-registration/

Contract of Services

This is a written agreement between the University of Strathclyde Sports Club and the coach.

Agreements with Third parties must be documented by contract to protect your rights by outlining the terms and conditions of your agreement.

Sports Coaches

If you engage a Sports Coach to deliver any form of coaching services, you must have a Contract for Services in place.

The Contract for Services should be signed by the club and coach at the beginning of term and outlines that the Sports Coach is self-employed and NOT an employee of the Sports Club. Otherwise you could be liable for things like tax.

The Club Committee (in particular the Captain) are responsible for ensuring a contract is in place and managing the relationship with your coach during term. Agreements are made between the Sports Club and Sports Coach - NOT the Sports Union however support can be provided.

Insurance

It’s important when coaches are filling out their online registration form, that they are well informed about how to answer the question about insurance.

Voluntary Coaches

Voluntary coaches do not need to seek their own public liability insurance as our insurance policy covers volunteer activity leaders/coaches if the coach meets the T&C’s of the Coach Registration process

Paid Coaches

Paid Coaches are recommended to have their own Public Liability insurance which may be acquired from their National Governing Body, this can be acquired by seeing the coach’s coach/instructor insurance certificate.

Invoices

What is an Invoice?
An invoice is a payment request submitted by clubs to request payment for services of a coach. You can find a template in the resource section of this course.

Who can submit an Invoice?
Invoices must be submitted on SGF by Captain or Treasurer who have permitted login access.

What documentation is required?
Official invoices are only accepted. Requests will be rejected if the correct documentation is not submitted. Handwritten notes or ATM receipts are not accepted.

Invoices can only be paid if:

- The coach is registered.
- The coach has a valid contract for services (club and coach have both signed and agreed contract).
- The committee confirms the number of hours detailed in the invoice.

Coaching at Strathclyde Sport



It’s the responsibility of the captain and other relevant committee members to make sure that coaches know the procedure to gain entry into the Sports Center.

Once registered, coaches at Strathclyde Sport will be issued with a coaching card. This can be collected from the Sports Union office. This card should be showed to the front desk in order to gain entry.



Funding for Coaches

Claiming Funds for Coaches & Coaching Courses

The Sports Union provides financial assistance through the coaching and workforce development fund for volunteers to gain qualifications. The form can be accessed via the committe resources section of the website.

If you have any specific questions relating to funding for coaches, please contact the finance officer at strathunion.sportfinance@strath.ac.uk

Complaints

This is a staged process being the most appropriate way to settle complaints as quickly and efficiently as possible:

1. Anyone wishing to make a complaint about any person acting in the capacity of a coach should report the matter to the Club Captain/President (or trusted Committee member)

2. Any person acting in the capacity of a coach who wishes to make a complaint should likewise report the matter to the relevant Club Captain/President (or trusted Committee member) in the first instance.

3. If in either of the above cases the matter remains unresolved, it should be referred to the Sports Union.

   * Should the complaint regard an alleged safeguarding issue, the matter should be reported immediately to the Sports Union office.

Expectations

We understand that committee members, coaches and volunteers change every year and levels of experience can vary from person to person.

The Sports Union is here to help you deliver a great student experience for your members, but to achieve success, its important that you and fellow committee members engage with the Sports Union office.

We have put training and education in place to try and help clubs engage and recruit quality coaches, committee members are expected to engage with these resources and follow procedures.

Resources

This module covers a lot of areas to consider when dealing with club coaches, however the real training is gained from experience doing the job. We have developed several resources to help you get started:



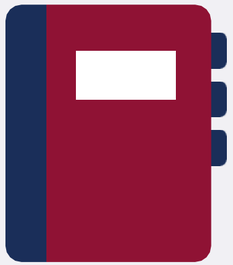
Contract for Services



Invoice Template



Coaches Pack



Coach Code of Conduct

Office Contacts

If you have any questions regarding Club Coaching, please do not hesitate to contact a member of staff or the Sports Executive:

Lee Gallacher

Sports Development Coordinator

lee.gallacher@strath.ac.uk

Katie Coats

Finance Officer

strathunion.sportfinance@strath.ac.uk

