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# Team UCL Coach/Instructor Registration Form

### Please ensure all sections are completed fully and all relevant documents are attached.

### No coaching can take place if this form is missing any information.

### This form must be completed annually by all coaches.

#### When completing registration, the following forms should all be submitted together to the [coach and instructor registration webform](https://studentsunionucl.org/forms/sports-clubs-coach-instructor-registration-webform).

#### Team UCL Coach/Instructor Registration Form (with accompanying documents)

#### Team UCL Lead or Assistant Coach Service Level Agreement

#### Team UCL Club-Coach Agreement

|  |  |
| --- | --- |
| Personal details |  |
| NameAddressTelephone numberMobile numberEmail address | ----- |

#### Please list the Sports Club/s you will be working with:

|  |
| --- |
|  |

Are you a UCL Student? Yes/No (delete as appropriate)

## Payment

#### Are you working in a paid or voluntary capacity? Paid/Voluntary (delete as appropriate)

#### Are you working as a Lead coach or Assistant Coach? Lead Coach/Assistant Coach (delete as appropriate)

#### Coaching Rate agreed with club:

#### £ \_\_\_\_­­­\_\_ per \_\_\_\_\_\_\_ for season 2023/2024

## Employment Status

### Coaches/instructors MUST be Self-Employed in order to receive any form of payment. This includes ‘expenses’.

#### Coach/Instructor UTR (Unique Taxpayer Reference number): ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Please note that failure to prove employment status as self-employed will lead to non-payment.

### All invoices should include the following statement:

#### I am self-employed and I am responsible for any tax or National Insurance liability.

## Qualifications

#### Please provide details. Lead coaches should hold a minimum of UKCC Level 2 (or equivalent) qualification. Assistant coaches should hold a UKCC Level 1 (or equivalent) qualification. Equivalent qualifications or references will be reviewed in line with Appendix 1

\*If you have already provided us with your qualification(s) from a previous coaching role with us, and they are still in date, then you do not have to provide these again.

|  |  |
| --- | --- |
| Qualifications (National Governing Body & other relevant qualifications) | Date passed |
| ----- | ----- |

Have you attached copies of relevant documents? Yes/No (delete as appropriate)

#### Without copies no payments will be made.

#### NGB (National Governing Body) Affiliation number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Insurance

#### Please provide details:

|  |  |  |
| --- | --- | --- |
| Issuing Body/Company | Date of Commencement | Date of Expiry |
| ----- | ----- | ----- |

Have you attached copies of relevant documents? Yes/No (delete as appropriate)

#### Without copies no payments will be made.

## First Aid

\*If you have already provided us with your first aid qualification(s) from a previous coaching role with us, and they are still in date, then you do not have to provide these again.

#### Please provide details:

|  |  |  |
| --- | --- | --- |
| Issuing Body/Company | Date of Commencement | Date of Expiry |
| -- | -- | -- |

Have you attached copies of relevant documents? Yes/No (delete as appropriate)

#### Without copies no payments will be made.

## Referees

#### Please provide details of two referees, ideally related to recent coaching posts or appointments.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 |  | Referee 2 |  |
| NameAddressTelephone number Email address Relationship to you | ----- | NameAddressTelephone number Email address Relationship to you | ----- |

## Declaration

#### I hereby certify that the information I have provided on this form is correct and that I have read, signed and will adhere to the Team UCL Coach/Instructor Service Level Agreement.

#### Coach name (Printed):

#### Coach Signature:

#### Date: