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# Team UCL Lead Coach Service Level Agreement (SLA) 2022/23

### This form must be signed annually by all lead 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

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## Introduction

#### This Service Level Agreement sets out the terms, conditions, expectations and payment of all lead coaches carrying out work for Students’ Union UCL (The Union). This document must be signed on an annual basis with all relevant information updated.

## Responsibilities:

#### Team UCL Lead Coaches will be responsible for:

#### Providing the relevant insurance to cover themselves for their coaching role. The Union are not responsible for any actions or incidents that occur as a result of the coach’s actions.

#### Having a relevant and up to date first aid qualification in place for your coaching duties at Student’s Union UCL

#### Holding a valid UK coaching qualification or equivalent to a minimum level 2 standard.

#### Providing The Union with their most up to date copies of coaching qualifications.

#### Providing high quality planning and delivery of sports coaching sessions to maximise the performance potential of the sports team/club for which you are responsible.

#### Ensuring that sessions take place in a safe environment in line with the club risk assessment

#### Monitoring and evaluating their own personal delivery and implementing any adjustments to their coaching delivery for future sessions.

#### Conducting work under the instruction of and in line with the wishes of the elected Club Committee

## Problem Management

#### Any accidents or incidents that occur during sessions that require first aid to be administered or result in hospital attendance should be reported immediately to the facility and logged on [UCL RiskNet](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1).

#### Any issues around club development, teams, individuals or facilities etc. should be reported immediately to the Sports Club Development Manager, Henry Warne - [h.warne@ucl.ac.uk](mailto:h.warne@ucl.ac.uk)

#### The Union reserves the right to confidentially survey our members about the performance of coach/instructors as well as to observe sessions without notice

## Remuneration

#### Coaches will be paid at the agreed rate on the Coach/Instructor Registration Form.

#### Only qualified coaches will be paid.

#### If the club requires a coach to conduct any additional work outside of the agreed payment schedule this should be agreed in writing and forwarded to Sports Club Development Manager, Henry Warne - [h.warne@ucl.ac.uk](mailto:h.warne@ucl.ac.uk).

#### Coaches must submit a completed invoice for all work completed to their club’s treasurer by the final day of each month. Failure to meet the deadline will result in the payment carried forward to the following month’s payment run.

* The treasurer will submit the coach invoice as a [purchase request form](https://studentsunionucl.org/forms/purchase-request-form) (even if the payment is less than £350).
* Following approval, coaches will receive payment within 2-4 weeks via a BACS transfer.

#### Payment will not be made on invoices submitted exceeding 2 months after the work was completed.

#### The union will only process invoices that include the following statement ‘I am self-employed and I am responsible for any tax or National Insurance liability’

#### All submitted invoices must include a dated, hourly break-down of all chargeable hours for that period. The Union has the right to withhold payment if this is not completed.

#### The Union will not accept invoices on a termly basis nor will we pay for coaching fees in advance of sessions.

#### It is the coach’s responsibility to file their tax in line with UK law rules and regulations.

## Covid-19

* All activity must be delivered in line with the [Students’ Union UCL Covid-19 Activity Guidance](https://studentsunionucl.org/students-union-ucl-clubs-and-societies-covid-19-secure-activity-guidance)
* All sporting activity must be delivered in line with UK Government Guidance and, where applicable, the relevant National Governing Body ‘return to play’ plan.
* Accurate registers of attendance must be taken at every session and retained for 21 days. Coaches and relevant club committee members should have access to this information and be able to share immediately with the Students’ Union if requested. The Students’ Union will be conducting spot-checks on registers throughout the year.
* If you feel unwell or display any of the symptoms of Covid-19 you should not attend any in-person activity

## Termination of Agreement

#### Either party may terminate this agreement in writing at any time with immediate affect should the other party breach its obligations under the terms of this agreement, or if club session attendance does not warrant its continuance.

## Declaration

#### I hereby agree to meet the above terms and conditions outlined in this SLA. I understand that failure to meet and adhere to the set criteria may result in a termination of my work with Students’ Union UCL.

#### Coach Name (Printed):

#### Coach Signature:

#### Date: