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# Team UCL Club Coach Agreement

### This form must be updated annually and signed by the coach and the club president.

#### 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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## Team UCL Club-Coach Agreement

#### This club coach agreement is between (*Insert coach name*) Assistant/Lead *(delete as appropriate),* Coach and (*Insert club name*), Club.

#### The coach is responsible for the following team/s (*insert team detail here e.g. 1st and 2nd team or whole club or women’s weekly beginners session*)

#### The coaching period will commence on (*insert date*) and end on (*insert date*). Please list any weeks where coaching will not be required below (e.g. reading weeks, holidays)

#### (*List exclusion dates*)

#### For training the coach will be paid at a rate of £*(insert fee)* per hour, up to (*insert number*) hours per week.

#### The coached sessions will take place at (please tick all that apply):

#### Bloomsbury Fitness

#### Other Students’ Union UCL space (e.g. Lewis Building Dance Studio or Rehearsal Room)

#### Somers Town Community Sports Centre

#### External Facility If the external facility is already booked, please specify here:

#### Will the Coach be attending BUCS matches? Yes No n/a

#### For BUCS matches the coach will be paid at a rate of £(*insert fee*)

#### Will the coach be attending LUSL matches? Yes No n/a

#### For LUSL matches the coach will be paid at a rate of £(*insert fee*)

#### If the coach will be attending any further competition/activity not already covered above, please detail and include agreed payment below **(e.g. training camp)**

#### If the coach is being paid any form of expenses (e.g. travel costs) not listed above please detail this below

## Coach Responsibilities

### This list should be added to by the club/coach to make it specific to this agreement. The existing points should not be removed

#### To provide training sessions at the appropriate level for the participants

#### To have appropriate Public Liability Insurance

#### To create a safe coaching environment in line with the club risk assessment

#### To make sure all participants partake in a safe manner

* To report any incidents or near misses via [UCL Risk Net](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1)

#### To keep knowledge updated through training courses and continuous professional development

#### To abide by The Union’s SLA for coaches

#### To invoice the Club for services received in line with terms outlined in the SLA

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

## Club Responsibilities

### This list should be added to by the club/coach to make it specific to this agreement. The existing points should not be removed

#### To ensure all relevant Coach/Instructor Registration Forms are complete and submitted to The Union before any coached activity has commenced

* To promptly and accurately process coach invoices on receipt via purchase request forms

#### To ensure a good turnout for every training session and that participants will be committed to learn from, and respect the coach/instructor

* To ensure only those with a valid club membership access training sessions and matches
* To ensure the coach has access to club risk assessment

#### That the club will participate with the right spirit, putting in maximum effort at training and matches, and accepting wins and losses with grace

#### To communicate effectively with the coach, providing constructive feedback on coaching sessions, and reporting back from matches on what areas need work.

#### To ensure the club allows all student members the opportunity to participate in an enjoyable and safe environment

#### Coach Name :

#### 

#### Coach Signature:

#### 

#### Date:

#### 

#### President Name:

#### President Signature:

#### 

#### Date: