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# Society-Instructor Agreement

### This form must be updated annually and signed by the Instructor and the Society president.

#### When completing registration, the following forms should all be submitted together through our online webform:

#### Instructor Registration Form (with accompanying documents)

* Society Instructors Information, Expectations and Service Level Agreement.

#### Society-Instructor Agreement

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## 

## Society-Instructor Agreement

#### This Instructor agreement is between (*Insert Instructor name*) and (*Insert Society name*)

#### The Society Instructor is responsible for (*insert main responsibility here e.g. conducting the weekly rehearsals) for the following groups* (*insert group detail here e.g. Chamber choir and string quartet*).

#### For 2019/20 the instructor will carry out their outlined duties between (*insert date*) and (*insert date*). Please list any weeks where will not be required below (e.g. reading weeks, holidays)

#### (*List exclusion dates*)

#### The Instructor will be paid at a rate of £ *(insert fee)* per hour

#### The Instructed sessions will take place at *(Insert day/s, time/s and location/s)*

#### If the instructor will be attending any further activity or carrying out other duties not already covered above, please detail and include agreed payment below

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

## Instructor Responsibilities

### This list should be added to by the Society/Instructor 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 respect the wishes and reasonable requests of the Society Committee.

#### To have appropriate Public Liability Insurance

#### To Strive to create an inclusive, safe and welcoming environment for all participants

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

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

#### To abide by The Union’s ‘Information and Expectations for contractors’ document.

#### To invoice the Society for services received in good time.

* To invoice the Society for service received in line with the Service Level Agreement

## Society 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 Instructor Registration Forms are complete and submitted to The Union

#### To encourage society members to learn from, and treat the instructor with respect.

#### To communicate effectively with the Instructor, providing constructive feedback on sessions and performances.

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

* To follow all Union procedures and Club and Society Guidelines, including ensuring prompt reporting of any Health and Safety concerns and adequate risk assessment of all activities.

#### Instructor Name:

#### 

#### Instructor Signature:

#### 

#### Date:

#### 

#### President Name:

#### President Signature:

#### 

#### Date: