

Keele University Students' Union

Athletic Union Coaching Policy

Introduction

Thank you for assisting with the coaching of Keele University students and committing your time to their sport development. We recognise the importance of a sports coach/session leader in playing a pivotal role in developing our clubs and ensuring all students have a positive sporting experience.

This document is aimed at all persons who are taking a role of responsibility in the direct delivery of sporting activity with Keele University Students' Union Sports Clubs including, but not limited to, sports coaches, session leaders and committee members. These persons will be referred to throughout this document as 'sports coach(es) and leader(s)'. It includes useful information to support individuals in their coaching role, whether that is paid or voluntary.

Please read this document carefully and use it as a point of reference throughout the season.

About us

Keele University Students' Union is a fun, dynamic yet professional place to work and is one of more than 500 students' unions across the country, with over 10,000 members, 200+ clubs and societies and a huge range of services.

All sports clubs are supported by the Athletic Union and are led by student committees on a day to day basis who are represented by Keele University Students' Union. Each committee is elected and volunteers alongside their studies to ensure the development and success of their club.

The responsibility of sourcing a sport coach/leader falls with the club student committee. All sports coaches and leaders are classed as self-employed.

Coach Registration

Before any individuals can coach a Keele University Students' Union Club, they will need to have read completed and signed the Registration form included in this document.

This also applies to groups where the nature of the activity requires specialist skills or a higher level of knowledge. All groups with a high risk of injury through physical contact or activity will need a sports coach or leader with specialist skills/knowledge to run their sessions.

Contact Details

If you wish to discuss anything further or your query is not answered by this document please email Maria Eracleous (Student Activities Coordinator).

Email: su.athleticunion@keele.ac.uk

Telephone: 01782 733 638 / 07939 091 554

Address: Keele Athletic Union, Keele Sports Centre, Keele University, Newcastle-under-Lyme, Staffordshire, ST5 5BG.



Expectations and Code of Practice

Your responsibilities as a sports coach and leader include but are not limited to the following:

Session/Training Duties

- Plan and deliver sessions competently.
- Provide structured planning and training programmes to the team/club and to the ability of the participants.
- Provide guidance to the team captain with team selection but not dictate selection choices.
- Consult with the team captain about the aims of the sessions.
- Plan all sessions to meet the needs of the participants and ensure that they are appropriately progressive.
- Communicate with, and provide feedback to, participants.
- Encourage students to take responsibility for their own development and actions and allow them to discuss and participate in the decision-making process.
- Demonstrate an appropriate level of technical knowledge.
- Practice sport in an open and transparent way, which encourages other coaches to contribute to or learn from your knowledge and experience.
- Where physical contact is a necessary part of the coaching process, sports coaches and leaders must ensure that it is appropriate and carried out within the guidelines of the National Governing Body (NGB) of the sport being played.
- Actively discourage and condemn performers from violating the rules of their sport and encourage them to obey the spirit of the rules.
- Must not advocate or condone the use of prohibited drugs or other banned performance enhancing substances.
- Must not abuse their privilege and attempt to exert undue influence over the performer in order to obtain personal benefit or reward.
- Adhere to individual club constitutions and be mindful that total control of the club lies with the Student Committee.
- Liaise with the Athletic Union regarding the progress of the team.
- Be responsible for the participants' welfare and well-being, and not promote activities which may be harmful or damaging to those involved.
- Demonstrate commitment to Continuing Professional Development (CPD) by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical developments in the given sport.
- Meet all the minimum standards outlined in this document before and during the delivery of sessions at Keele University.
- Ensure that all coaching qualifications are kept up to date.

Behaviour

- Display high personal standards and project a favourable image of their sport and of coaching to performers, their parents/families, other coaches, officials, spectators, the media and the public.
- Demonstrate control, respect, dignity and professionalism to all involved in the sport/activity.
- Accept responsibility for the conduct of their performers and discourage inappropriate behaviour in training, competition, and away from the sporting arena.
- Abide by and promote sound ethics, fair play and equal opportunities to all members.

- Treat all individuals equally and with respect at all times.
- Not to discriminate or condone discrimination of any kind or allow any form of discrimination to go unchallenged.
- Maintain an environment free from harassment and fear.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Demonstrate high standards in use of language, manner, punctuality, preparation and presentation and encourage participants to display the same qualities.

Policies

- Read and adhere to Keele University Students' Union [Member Code of Conduct](#).
- Read and adhere to Keele University Students' Union's [Data Protection and Information Security Policy](#).
- Read and adhere to Keele University Students' Union's [Equality Commitment](#).
- Read and adhere to [UK Coaching's Code of Practice for Sports Coaches](#)

The sports coach/session leader will NOT be responsible for:

- Running the club; sports coaches and leaders are encouraged to work alongside the captain and committee but cannot run the club's day to day operations including, but not limited to, facility bookings, transport, equipment purchase, administration and financial matters.
- Disciplining the athletes; this must be undertaken by the Athletic Union in consultation with the club committee and captain.
- Organising tours.
- The sports coach or leader has no voting rights and is not permitted to hold any other committee role other than that of coach or leader, unless the leader is a Keele University student and paying member of the club.

Minimum Standards for being a sports coach or leader:

- ✓ Photo ID – must be over 18
- ✓ Appropriate NGB Qualification
- ✓ Public liability/indemnity insurance
- ✓ First Aid Certificate
- ✓ Completed and returned forms to Athletic Union

Health and Safety

Incidents and Accidents

Sports coaches and leaders have a responsibility to ensure the safety of the club/team with whom they work with, within the limits of their control. All reasonable steps should be taken to establish a safe working environment.

As a sports coach/leader providing services to Keele University Students' Union, you have a legal duty to record all accidents in the course of your work. Where accidents are of a specific serious

nature, Keele University has a duty to immediately inform the University Health and Safety Office. All accidents and incidents, including near misses, should be recorded on Keele University 'Accident/Incident Report Form'.

These can be obtained from the Sports' Centre Reception desk.

The 'Accident/Incident Report Form' comprises of two parts:

- Part A should be filled out by the injured person or by another person on their behalf.
- Part B should be completed by the Manager/Supervisor responsible for the area or activity in the incident. It is essential to investigate the causes of all accidents/incidents, as this will need to be reported to the Health & Safety Executive (HSE). For most accidents, completing Part B of the accident/incident notification form will be sufficient, but there may be occasions when a more in-depth investigation will be required.

First Aid

As a sports coach or leader you will be required to hold a valid First Aid Certificate, unless someone else at the session/facility is qualified.

Coaches/session leaders must provide a copy of a valid First Aid certificate prior to commencing employment, in line with role requirements.

In the event a sports coach or leader does not hold a valid First Aid certificate, they should be aware of the location of the following within the venue in which they are operating in:

- Qualified First Aider
- First Aid Facilities/equipment
- Nearest phone

Each club/team should have a committee member who is a qualified First Aider. Some clubs choose to purchase their own First Aid supplies, but First Aid bags can be signed out by the Athletic Union office for clubs/teams to use. Keele University Sports Centre should have a qualified First Aider on shift.

Insurance cover

Sports coaches or leaders are required to have their own, personal liability/ indemnity insurance that covers them for the coaching duties they carry out. You must provide a copy of your insurance cover prior to commencing your coaching responsibilities.

It is expected that coaches look into the details of their insurance cover to ensure they have the suitable level of cover for the activities they are delivering.

It is recommended that coaches should have a minimum of £5 million public liability/indemnity insurance any one occurrence.

Keele University Students' Union and Keele University accept no liability for loss or damage arising from fire, theft, etc. of any personal property of the sports coach or leader on University premises or grounds. Your personal property is not covered by any insurance taken out by the University and you are recommended to make appropriate arrangements for your own personal insurance.

A sports coach or leader cannot offer travel/put students in their car to take to and from fixtures/training without first ensuring their insurance cover includes appropriate wording and confirming with the Athletic Union office.

Keele University Students' Union and Keele University will not accept any responsibility following accidental bodily injury occurring during the activity or while traveling to and from the session.

Continuous Personal Development (CPD)

Sports coaches and leaders should regularly seek ways of increasing their personal and professional development by undertaking learning and development activities to improve their coaching delivery and understanding.

It is imperative for sports coaches and leaders to demonstrate commitment in CPD to maintain up-to-date knowledge of technical developments and best practice procedures in their given sport.

Monitoring and Evaluation

Clubs reserve the right to evaluate a sports coach/leader, in order to assess their skills. Issues highlighted at this time will be discussed with the sports coach/leader in an attempt to improve the standard of coaching delivered if required. Should performance continue to fall short of the required standard, the Club reserves the right to terminate the service level agreement with one month's notice.

All sports coaches and leaders are expected to report back to the Athletic Union on the club's progress, commitment, development and performance to allow the University and Athletic Union to assist with club development and student engagement.

Reports should be sent to the Athletic Union at least once per semester and can be found at the end of this document (Appendix A).

Cancelled Training / Absence / Resignation

In the event where a sports coach or leader is aware he/she will be unable to attend a training session they must notify at least 2 weeks prior to the session in question. This must be done in writing via email to Club Captain.

In the event of a period of unforeseen sickness which results in the inability to coach a session, the coach should notify Club Captain.

Should a session be cancelled due to any unforeseen circumstances including weather conditions, no guarantee of payment can be made. Every effort will be made by the Club to inform the sport coach/leader of any cancellations.

If a sports coach or leader is going to be late to a session the Club must be notified as soon as possible. If a sports coach or leader is regularly late or fails to notify the Club, the Club reserves the right to terminate the contract without notice.

In the event a sports coach or leader wishes to cease coaching for a Club, one month's notice is required in writing to the Club.

Payment for Services

Sports coaches and leaders will be paid for their services through Keele University Students' Union Finance office. It is recommended that the club and coach agree on payment frequency (per session, weekly, monthly or termly) prior to coaching commencing and for both the sports coach or leader and club committee to hold separate records of sessions delivered in case of dispute.

Sports coaches and leaders shall produce an official invoice including their contact details, a description of services/sessions delivered (dates and times), total cost and payment information and pass it on to the club committee. For payment to be made, the coach and club must also complete and sign an 'External Services' form (Appendix B).

It is the club's responsibility to submit both the invoice and completed services form via the online finance module on keelesu.com for payment. Payment for coaching services will always be done via Bank Transfer. The Athletic Union will not be held responsible for delays in payment caused by failure to comply with the Athletic Union invoicing instructions.

Should a sports coach or leader fail to provide the necessary evidence listed in this document as minimum standards, payment will be withheld until the Athletic Union has received the evidence required.

It is the responsibility of the sports coach/leader to declare all earnings to HMRC.

Disputes

It is recognised that from time to time, there may be differences of opinion between the sports coach or leader and the Club. We hope that these can be amicably resolved; however, it is important to be aware of the following procedures:

- In the event of the Students' Union being dissatisfied with the performance or conduct of a sports coach/leader, the matter will be raised by the Student Activities Coordinator and Student Activities Manager.
- If the sports coach or leader is dissatisfied with the performance or conduct of the Club, the matter should be discussed between the Coach and the Student Activities Coordinator.
- If there is a persistent breach of any part of the agreement between the sports coach or leader and the Club, the Student Activities Coordinator & Student Activities Manager will notify the Coach in writing, who will attempt to resolve the issue to the satisfaction of all parties.

Sport Coach / Session Leader Registration Form

Section 1: Personal Details			
Title			
Surname			
Forenames			
Date of Birth		Student Number (if applicable)	
Section 2: Contact Details			
Home Address			
	Postcode		
Email Address			
Telephone Number		Mobile Phone Number	
Emergency Contact		Emergency Contact No.	
Section 3: Club Agreement Details			
Club Name			
Involvement with club	Training / Home Matches / Away Matches / Other		
If 'Other', please state			
Status	Paid / Volunteer		
Agreed Hourly Rate or rate per session	£		
Payment Frequency (please delete as appropriate)	Per session / per week / per month / per semester / per academic year		
Club Representative Name & Position			
Club Representative Signature			
Section 4: Sport Qualifications and Experience			
Sport / Activity	Qualification & Level	Date Awarded & Validity	Brief Description of relevant experience
Public liability/indemnity insurance	Y / N	Valid From:	Expiry:
First Aid Certificate	Y / N	Valid From:	Expiry:
NGB Membership	Y / N	Valid From:	Expiry:
List any other relevant certificates here	Y / N	Valid From:	Expiry:
List any other relevant certificates here	Y / N	Valid From:	Expiry:

Please note: coaching registrations run for one academic year; 1st August to 31st July the following year.

In addition to the information requested above please provide copies of all valid certificates; in particular coaching qualifications and insurance cover. These can be scanned and emailed to su.athleticunion@keele.ac.uk or you can arrange for committee members or yourself to meet in the Athletic Union Office to take copies of those.

**Self-employed contractual service level agreement betweenClub and
..... (Sports coach/leader).**

Sport Coach/Leader Declaration

- I have received, read, understood and agree to abide by the terms of the Athletic Union Coaching Guidance document.
- I hereby give permission to Keele University Students' Union, should they deem it necessary, to contact named persons or governing body(s), in order to verify any qualifications or coaching experience mentioned above.
- I have provided copies of all insurance, qualification certificates and all relevant documentation to the Athletic Union Office.
- I agree that tax & national insurance contributions arising from any payment from Chester Students' Union are my responsibility as I am a self-employed coach.
- I certify that all information given in this application is, to the best of my knowledge, accurate and true.

Club Declaration

- We have received, read, understood and agree to abide by the terms of the Athletic Union Coaching Guidance document.
- We agree to follow Keele University Students' Union's process of payment for coaching services received, and will not use any other means of payment for any coaching services provided.
- We recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 to ensure that the health, safety and welfare of all its service level providers and workers is safeguarded, so far as is reasonably practical. We have a responsibility to observe safe working practices, to abide by the Authority's safety policies and procedures, to report any work situation which we consider represents a shortcoming in health and safety arrangements. We have a responsibility to cooperate with management in maintaining safe working practices designed to preserve the health and safety of ourselves, our colleagues and members of the general public encountered in the course of this agreement.

Keele University and Keele University Students' Union are committed to Equality and Diversity in employment and recognise that discrimination is unacceptable. Failure to comply with or adhere to the Equality Act 2010 will be treated as misconduct and referred to the Employer.

By completing and submitting this form, you are agreeing to abide by the terms of Keele University Students' Union and Keele University. Failure to abide by these terms may result in non-payment of invoices and suspension of coaching delivery.

I hereby agree to comply with the above requirements:

Sports Coach/Leader Name	
Sports Coach/Leader Signature	
Date	
Club Representative Name	
Club Representative Signature	
Date	

Appendix B

Keele SU Payment for External Services, Instructors or Performances

Date of Event/Session:	<input type="text"/>
Name of Service Provider:	<input type="text"/>
Address of Service Provider & Postcode:	<input type="text"/>
Service Provider Phone Number/Email:	<input type="text"/>
Amount Due:	<input type="text"/>
Name of Club or Society:	<input type="text"/>
Name of Event:	<input type="text"/>
Details of Cost:	<input type="text"/>
Service Provider Signature:	<input type="text"/>
Club or Society President/ Treasurer Name & Signature:	<input type="text"/>
AU Signature:	<input type="text"/>

By signing this form the individual receiving payment confirms that it is their responsibility to declare all earnings to HMRC.

This form MUST be completed alongside any invoices produced for payment to be made.