SOAS Students' Union Coach and Instructor Agreement

**Introduction**

* All SOAS Societies and Sports Teams that have a regular coach or instructor are subject to this agreement.
* This includes any individuals who provide regular/ongoing (more than three sessions) coaching/instructing for a society or sports team.
* For the avoidance of doubt, this includes any coaches or instructors where no payment is made.
* Instructors or coaches can be fellow students, members of SOAS, Student’s Union Staff or any other external individual.
* The agreement needs to be completed on an annual basis, regardless of how long an arrangement has been in place.
* No instructing or coaching may take place until after this agreement is complete.
* Some sports teams or societies where regular physical activity takes place may opt to not appoint a coach. This must be communicated and approved by the Membership Services Manager to ensure that the activity remains safe.

Coach/Instructor Name:

Coach/Instructor Signature:

Society/Sports Team Name:

Society/Sports Team Signature:

SOAS Students’ Union Staff Name:

SOAS Students’ Union Staff Job Title:

SOAS Students’ Union Staff Signature:

This Agreement is made on [INSERT DATE] between SOAS Students’ Union INSERT STUDENT GROUP NAME and [INSERT INSTRUCTOR/ COACH NAME] between the dates [INSERT DATE] and [INSERT DATE] (end date must be before 31st July 2025). A fee at the rate of INSERT HOURLY WAGE per hour. The coach/ instructor will work for INSERT NUMBER OF HOURS on INSERT DAYS OF THE WEEK. The coached sessions will take place at [INSERT VENUE].

**Qualifications, Training and Documentation**

* Provide services under the terms of this agreement.
* Hold and provide evidence of the following:
	+ Necessary and relevant training and qualifications (see appendix one).
	+ Disclosure and Barring Service, obtained in the past two years.
	+ First Aid qualification.
	+ Public Liability Insurance.
	+ Registered as self-employed.
* Only provide services that you are qualified to do.
* Follow National Governing Body guidance in relation to the activity.
* 2 References.

**Behaviour**

* Coaches/ Instructors must abide by [SOAS SU’s code of conduc](https://soasunion.org/about/ourgovernance/)t. Signing this agreement confirms that the coach/instructor has read and agrees with SOAS SU’s Code of Conduct.
* Provide a high level of coaching/instructing to the student group, reviewing sessions and delivery to improve.
* Create a welcoming and inclusive sporting environment.
* Conduct work under the guidance of the committee.
* Do not hold or pursue any personal relationships with students.
* If there is an existing relationship with a student/ member of the team/society, SOAS SU must be notified of this before the coach signs this contract.
* Only contact students in a professional context and ensure means of communication are professional.
* Communication must only go through committee members.
* You may only use SOAS SU facilities and resources for the purpose of coaching/instructing a SOAS SU sport team or society. You may not use SOAS SU space for external business ventures.

**Under 18s**

* No under 18s can take part in club or society activity without following SOAS SU’s procedure and being given written approval from SOA SU.
* A specific risk assessment must be completed before Under 18s are permitted to join activity. This risk assessment will be shared, and agreed, with the committee and coach.
* No under 18s can purchase membership directly from the website. Committees are responsible for checking all students have memberships. If there are under 18s at your sessions without having approval from the SU, coaches must email the SU ASAP and not allow them to take part.

**Non-SOAS Students**

* Non-SOAS students, including members of the wider SOAS community, may participate in activities by purchasing affiliate membership to the society or sports teams. Decisions as to whether to allow affiliate members and how much to charge for membership is a decision for the committee.
* Any external individuals who do not have an affiliate membership will not be able to participate in activities which have a coach/instructor.
* Affiliate members cannot exceed more than 20% of the total membership.

**Safeguarding**

* You should review the SOAS Students’ Union Safeguarding Policy.
* If you have any safeguarding concerns these should be raised directly to Antonia Bright, Membership Services Manager.

**Payment**

* Coach/Instructors must not receive payment direct from participants and may only accept payment from SOAS SU.
* Coaches/ Instructors must submit a completed invoice no later than 60 days after the event.
* Coaches/ Instructors are responsible for completing an invoice and sending this to their club/society treasurer or SOAS SU contact.
* All invoices must: -
	+ Be correctly addressed to S Students’ Union, SOAS, Thornhaugh Street, London, WC1H 0XG
	+ Include the suppliers details (name, address, e-mail)
	+ Have an invoice date
	+ Have an invoice number - Include a VAT number (if applicable)
	+ Include details and dates of services
	+ Have a correct total on invoice
	+ Include the suppliers bank account details
* If you are the Coach or Instructor of a Society, you must submit your invoice with payment details directly to their treasurer or other Officer, who will ensure an official claim form is submitted. You will receive payment within 10 working days of the claims form being submitted
* If you are the Coach or Instructor of a Sports Team you must submit your invoice with payment details to the treasurer for the sports team who submit an official SU claim form. You will receive payment within 10 working days of the invoice being submitted.
* This agreement must be signed and all documents received for the coach to be paid.
* Coaches will only be paid for the specific number of hours they have worked.
* Any additional hours (outside of this agreement) must be agreed with the SU ahead of undertaking the work to ensure payment.

**Health and Safety**

* All societies and sports teams must submit an annual risk assessment, it is the responsibility of the President or Captain to submit this, but support from the Coach/Instructor should be offered.
* Ensure a safe sporting environment, following the relevant risk assessment.
* Be the designated First Aider for the session.
* Accident reporting- Report any Near Misses, Accidents or Incidents to the Membership Services Manager within 24 hours where possible.
* The Coach/ Instructor is responsible for any misuse of SOAS SU’s equipment as a result of their actions/instructions and damaged equipment is recoverable from the coach/ instructor.

**Data Protection**

* Instructor/ Coach is required to obtain, process and/or use information in accordance with the Unions Data Protection guidelines for external contractors outlined [here](https://soasunion.org/about/ourgovernance/).

**Termination**

* Contract Termination for Breach: your contract will be terminated if the contractor repeatedly breaches or commits a significant breach of this agreement.

**Terms of agreement**

* SOAS SU and the coach/ instructor recognise that the contractor is an independent self-employed contractor therefore the coach/ instructor is not entitled to sick pay or annual leave.
* Sub-contracting this agreement is not permitted.
* This agreement can be terminated at any point, in writing, by SOAS SU or the coach/instructor due to, but not limited to, a breach of this agreement and/or SOAS SU’s code of conduct, session attendance, committee choice.

**Appendix One**

**Coach/Instructor Qualifications**

Minimum qualification for Coaches/Instructors and Link to qualification guidance. This list will be regularly updated including where a physical activity is not listed, it can provide an overview of the level of qualification the SU will be seeking.

Aikido - CL2 BAB, <https://www.bab.org.uk/coaching-information/>

Badminton - Coach Course <https://www.badmintonengland.co.uk/on-court/coaching/coaching-pathway/>

Basketball - Level 2 Club Coach <https://www.basketballengland.co.uk/get-involved/learn-and-get-qualified/be-a-coach/>

Boxing - Level 2 Standard Coach <https://www.englandboxing.org/about/what-we-do/>

Brazilian Jiu-Jitsu - Level 2, Assistant Coach, (Brown belt or above) <http://www.bjjagb.com/wp-content/uploads/2020/01/BJJAGB-Coaching-Criteria.pdf>

Cricket - Core <https://www.ecb.co.uk/be-involved/coaching/coaching-courses>

Football - UEFA C Licence <https://learn.englandfootball.com/courses>

Netball - Netball Level 2 Course <https://www.englandnetball.co.uk/be-involved/coaching/courses/>

Rugby - Level 2 Certificate in Coaching Rugby Union <https://luctonians.co.uk/wp-content/uploads/2015/05/Coaching-Course-Description-1.pdf>

Table Tennis - Level 2 Lead Coach <https://www.tabletennisengland.co.uk/coach-and-teach/coaching-courses/>

Ultimate Frisbee - UKU Coach Education Level 1 <https://www.ukultimate.com/coach-education>

Volleyball - Volleyball England Coach Award <https://volleyballengland.org/get-involved/coach/education>

Alternative qualifications:

* For some of the sports listed above, we recognise that there are alternative qualifications to formal coaching certification. If you believe this applies to a coach that you are seeking to register, please reach out to the Membership Services Manager.
* In lieu of a formal coaching qualification, we require all registered coaches to satisfy all of the following criteria:
	+ At least 5 years’ experience coaching in a similar role;
	+ A written letter of reference from a governing body or national association on letterhead paper
	+ At least 2 references from previous employers