

**Northampton Student Sport Service Level Agreement**

This coaching agreement describes the arrangement between you and The University of Northampton Students’ Union as a representative of Northampton Student Sport. As a self-employed coach/instructor, you agree to provide coaching to the designated Northampton Student Sports Club in accordance with the terms of this agreement. It is essential that everything related to your role is clear and that you concur. Please note that this is a service level agreement and does not constitute a contract of employment. Finally, thank you for joining this Students’ Union; we really value and appreciate your involvement and hope you also benefit from the role.

**Northampton Student Sports Coach Role**

Your role is as a Northampton Student Sport coach. This position will commence as soon as this Service Level Agreement is returned.

**Supervision, Support and Flexibility**

You will be supported by the University of Northampton Students’ Union’s Sport Development Coordinator (SDC) during your time as a Northampton Student Sport coach. Additional support and guidance will be available from the Students’ Union’s Student Opportunities Manager and the National Governing Body (NGB) for your respective sport.

You will provide services to the agreed Northampton Student Sports Club on agreed days, as well as at agreed times and in such places as agreed with the club’s committee*.* You must then accurately invoice for these hours using your own or the provided invoice form. This invoice must include the hours and dates that you worked, total amount (broken down by each session), your Unique Taxpayer Reference Number (UTR number) and invoice number. This invoice needs to be submitted to su.sport@northampton.ac.uk with the club’s treasurer included in the email to check any discrepancies. Payment will be made by the sports department without authorisation from the treasurer, but should they recognise any issues with sessions charged for this should be amended in the next monthly invoice before it will be paid. It is your responsibility to submit the completed invoice before the monthly deadline, otherwise you will not be paid until the following month.

As you are self-employed, there are no benefits from The University of Northampton Students’ Union applicable in the provision of the services. You will be responsible for payment of all expenses incurred in providing such services.

You must submit your coaching qualifications and public liability insurance annually, as well as updating the documents when they are due to expire.

**Main responsibilities**

1. To deliver weekly quality, planned coaching sessions to the club to aid the development and cohesion of the performance of both individuals and the club.
2. Deliver training sessions as agreed annually with the club committee or Students’ Union. Any additional sessions are to be agreed between coach and club committee.
3. To assist in the organisation of trials and selection of players following Union Day recruitment (if so decided by the club committee)
4. To encourage and nurture an environment where cohesion, development, performance and enjoyment can exist and is expected.
5. Report to the club committee if any discrepancies are noted within the club and know the escalation route through the University of Northampton Students’ Union.
6. To demonstrate commitment to professional development and clear player development pathways.
7. To ensure all activities comply fully with health & safety legislation and that the appropriate risk assessments are implemented.
8. To work at all times within an equal opportunities framework.
9. To have in-depth knowledge, as well as to work according to BUCS regulations.

**Data Collection and Protection**

You will not, at any point in this role, be asked to collect monitoring or personal information from the participants and should keep no such record.

Any marketing collateral (including pictures, illustrations, logos and text) must be in accordance to the brand guidelines set out by the University of Northampton Students’ Union. These are only to be used if provided to yourself by a member of the club’s committee and must not be disseminated to any third party without prior consent from The University of Northampton Students’ Union.

**Health and Safety**

As the provider of these services, you are first-aid trained and therefore have the appropriate level of training to support our Health and Safety Policy (available on request).

**Insurance**

As a self-employed individual providing services to the agreed sports club, you will not receive Personal Accident or Public Liability Insurance (PLI).

You acknowledge that you will have personal liability for any loss, liability or costs incurred by The University of Northampton Students’ Union or any other person in respect to the provision of the services by you. You hereby indemnify The University of Northampton Students’ Union against any loss, liability or costs incurred by The University of Northampton Students’ Union in relation to the provision of the services by you or any substitute you supply. You also agree to maintain your own up-to-date PLI in respect to the provision of the services, and to produce a copy of your PLI for inspection at any time on request by The University of Northampton Students’ Union.

**Equal Opportunities**

The University of Northampton Students’ Union and Northampton Student Sports clubs will ensure that all coaches are treated in accordance with our equality policy.

**Problems**

* If at any point you have a problem with members in attendance at your session, you must contact the Sport Development Coordinator.
* If at any point you have a problem with any finance-related issue, you must notify the club’s committee who will contact Sport’s staff to resolve the issue.
* If at any time The University of Northampton Students’ Union and/or the allocated sports club is dissatisfied with the services provided by you, The University of Northampton Students’ Union will either raise this with you to seek a satisfactory outcome or, alternatively, terminate this agreement in accordance with the next statement.
* Either party may terminate this agreement at any time by giving the other 7 days' written notice.
* If at any time your circumstances change and you are having difficulties completing your role as a Northampton Students Sports coach, you should notify the club’s committee and/or the Sport Development Coordinator as soon as possible.

**The University of Northampton Students’ Union will:**

* Settle your invoices once the coach payment table has been sent to the finance department by the SDC. These payments are subject to specific dates set out and, if they are not met, the payment will be made the following month.

**The University of Northampton Students’ Union will not:**

* Be liable for paying you the money if the invoice you have submitted has not be also sent to the club treasurer (cc).
* Accept any responsibility for late payment of invoices due to the club’s committee being responsible for your money.
* Subject you to direction as to the manner in which you provide the services.

**Your commitment as a Northampton Student Sports coach:**

* You are responsible for submitting an invoice to the sort department, including the club’s treasurer, by the end of the month. If the club treasurer raises any discrepancies with your invoice this should be amended in the following invoice before any payment will be made.
* Ensuring that the University of Northampton Students’ Union’s finance department has your up-to-date bank details on record.
* You undertake to exercise the diligence, skill and care expected of an experienced and competent coach during the execution and delivery of the services provided to the club. That is to be in accordance with the standards stipulated by your qualification body, unless directed to by the committee.
* For the duration of this agreement, you will maintain, at your own expense, appropriate and up-to-date qualifications, and registration with the relevant professional body as required for your provision of the services. You agree to produce a copy of your qualifications and registration with the relevant professional body for inspection at any time on request by The University of Northampton Students’ Union.
* Your status under this agreement is as a self-employed person; therefore, you will bear exclusive responsibility for payment of your national insurance contributions as a self-employed person and for the discharge of any income tax arising out of payment for the provision of the services under this agreement. If any claim, assessment or demand is made against The University of Northampton Students’ Union for payment of income tax, national insurance contributions or other similar contributions due in respect of the payments made to you under this agreement, you hereby indemnify The University of Northampton Students’ Union against any liability, assessment or claim together with all costs and expenses. This extends to any penalty, fine or interest incurred or payable by The University of Northampton Students’ Union in connection with or in consequence of any such liability, assessment or claim.

**As a Northampton Student Sport coach, I will:**

* Adhere to the code of conduct for Northampton Student Sport coaches.
* Be appropriately dressed whenever I am performing Northampton Student Sport duties.
* Ensure that I follow instructions and comply with any health and safety regulations that apply to the coaching role that I am undertaking.
* Work in conjunction with the captain to ensure that members who have attended training and have shown an interest in representing the team, get a place in the team where possible.
* Exercise self-control; I understand that verbal, emotional and physical abuse of officials, coaches, spectators, athletes or other volunteers is not acceptable or permitted behaviour.
* Respect the rights, dignity and worth of all people involved in a Northampton Student Sport club, regardless of sex, marital status, race, disability, sexuality, age, occupation, religion/belief, political opinion or gender reassignment.
* Always conduct myself in an appropriate manner.
* Promote this code of practice to other coaches and volunteers, especially those new to the sport.
* Inform the club’s committee of my availability each week and, if I am unable to attend, I must notify a member of the committee 48 hours before the session in order for them to adequately prepare to run the session in my absence. In any extreme circumstances where this is not the case, it will be down to the committee to agree the course of action to be taken.

**As a Northampton Student Sport coach, I will not:**

* Cancel the training session because I deem the session has not met the minimum requirements.
* Provide a substitute coach in my absence at any session.
* Carry out any disciplinaries (instead, any incident must be reported to the SDC).
* Consume alcohol or illegal substances either immediately prior to or whilst coaching.
* Use social media to bring the University of Northampton Students’ Union, Northampton Student Sports club or the sport into disrepute, or make an inappropriate comment about a fellow coach, volunteer, official, athlete or the NGB.
* Prompt the club or any of its members to disregard any of the University of Northampton Students’ Union's bye-laws, policies or procedures, which will prompt a disciplinary action against the club.

This agreement is binding in honour only, is not intended to be a legally binding contract and may be annulled at any time at the discretion of either party (if employed in the future, it will be a separate contract).

**Issued by The University of Northampton Students’ Union**

Name: Kelly Sutton

Role: Sports Development Coordinator

Signed:

Date:

**Accepted by (Insert name here)**

Name:

Club:

Signed:

Date: