# INFORMATION FOR SPORTS/ACTIVITY COACHES

# University of Salford Students’ UnionImage result for salford students union

Thank you for assisting with the coaching of University of Salford students and committing your time to their sporting development

We hope that by supporting the student groups with the provision of coaching staff, our students will develop and maintain greater standards in the highly competitive area of student sport.

This document includes information to assist and support you in your coaching role:

• [University of Salford Students’ Union (USSU) & Student Sport Club Information](#_Students’_Union_(USSU))

• [Coaching Code of Practice](#_Coaching_Code_of)

• [Health & Safety Procedures](#_Health_&_Safety)

• [Registering as a Coach](#_Registering_as_a)

• [Payment Procedures and Employment Status (if applicable)](#_Payment_Procedures_and)

• [Contact Details for the Student Opportunities department](#_Contact_Details)

# Students’ Union (USSU) & Student Sport Club Information

 The Student Opportunities department is part of the University of Salford Students’ Union at the University of Salford, which is a separate charitable company to the University of Salford. For more information on how the Union operates both financially and procedurally from the University please see the ‘About Us’ sections of our website ([www.salfordstudents.co.uk](http://www.salfordstudents.co.uk)).

The Student Opportunities department operates to support all students with their student-led groups and activities, as well as coordinating the provision of some staff-led events and activities. All of our sports clubs are student-led groups and are constitutionally run and governed by students on a day-to-day basis, who are represented within the Union and University by annually elected Officers.

It is enshrined in the Students’ Union governance and practice that the Union is student-led, through a variety of mechanisms of representation. A key part of this in the Student Activities department is that all groups are student-led, with the student committee leading on the development and governance of the group. Coaches are expected to follow the Union staff lead in providing advice but allowing the student committees to set their own development targets, goals and actions, except where there is a health & safety risk.

The Union currently supports over 100 Sports teams and societies which are led by student committees. Each committee works to ensure the development and success of their activity whilst developing personal skills and benefits. The Student Opportunities department provide further support and assist activities with the safety, operation and wellbeing of their club.

The key contacts within the Student Opportunities department are:

**USSU Info Point**: students-union@salford.ac.uk **0161 351 5400**

The Infopoint is run by student staff who are the first point of contact for information about Student Union. They take in and process forms, following procedures and liaising with the full-time staff.

**Club Sports Coordinator:** **Laura Godwyn-Outten**.

Responsible for day-to-day staff support of student sport club committees, including guidance & administration for fixtures/competitions/events, and volunteer provision and support. They are who you should send coaching registration forms and invoices to, and direct any questions to.

**BUCS Administrator:** **Sophie Wood**

Responsible for BUCS administration, including fixtures, transport, liaising with venues, external Universities and officials. Providing support to club captains.

**Sports Participation Coordinator:** **Andy Hargreaves** .

Responsible for our Give Sport A Go recreational sport project, which is funded by Sport England, including Campus Leagues and volunteer “Activators” provision and support.

**Head of Opportunities & Wellbeing**: **Steph Pratt**

Overall responsibility for operation of all Student Opportunities/activities offered by USSU, including student groups, recreational and one-off non-commercial events and activities. Primary responsibility for the health & safety, finance, and legal compliance of all these activities.

**Elected Officers 2017-18 – Student Opportunities:** **Kobby Ofori & Emily Voss Bevan**

The elected Union officers with strategic remit covering student activities & commercial services. They are the representative voice of students at the senior levels of the University and Union with regards to student activities, and work to engage with students to ensure USSU is providing the best experience for students.

# Coaching Code of Practice

The Students’ Union agrees with the Sports Coach UK Code of Practice for Sports Coaches, and believes that good coaching practice needs to reflect the key principles of rights, relationships, personal responsibilities and professional responsibilities.

In brief, we feel that all coaches should be ensuring that participants have positive experiences, and demonstrate a high degree of honesty, integrity and competence.

Coaches are expected to:

* Respect and champion the rights of every individual to take part in sport;
* Develop relationships with participants based on openness, honesty, mutual trust and respect;
* Demonstrate proper personal behaviour and conduct at all times;
* Maximise the benefits and minimise the risk to participants, committing to safe and correct practice in line with sector best practice and through attaining competence through relevant qualifications;
* Respect the autonomy of the student committee to govern their group, bringing any concerns about their governance in relation to safety and risks to the attention of the Student Opportunities staff and Elected Officers as soon as possible
* Hold valid qualifications to at least UKCC Level 1 or equivalent in the sport they are coaching, as well as valid insurance, and keep the Students’ Union up to date with copies of all relevant certificates.

For a full list of the principles, issues and actions we expect coaching staff to comply with, please see the Sports Coach UK Code of Practice for Sports Coaches [here](http://www.ukcoaching.org/sites/default/files/13.%20Code%20of%20Practice_0.pdf)

# Health & Safety Procedures

The Student Opportunities department complete risk assessments for all approved activities undertaken by recognised student groups at the University of Salford Students’ Union, however as part of this some responsibilities are devolved on a day-to-day basis to the relevant sport facility or coaching staff attending the sessions.

* Coaching staff are responsible for bringing to the attention of the relevant sports facility staff any problems with the sport facility that they feel may prove a risk to safe participation in the planned sport session. It is at the coaching staff’s discretion whether they feel a hazard provides a risk too serious to allow for a session to continue.
* Any problems with equipment that constitute a hazard should be brought to the attention of the relevant sports facility staff and the Student Opportunities staff, and again it is at the coaching staff’s discretion whether they feel the hazard provides a risk too serious to continue use of the equipment.
* Coaches have a responsibility to ensure that the safety of students with whom they work is within the limits of their control, as far as is reasonably practicable. All coaches retain the right to ask a participant to leave following dangerous behaviour, and all incidents of this must be reported to the student committee and the Student Opportunities staff as soon as possible.
* All coaches should be aware of the safety implications relevant to the coaching of their activity and the environment they are coaching within, and follow all NGB and sector practice to help avoid and minimise the risks involved in their sport.
* All coaches and participants have a duty of care for fellow participants and other persons near or around their coaching session.
* All coaching staff are required to have their own, personal liability insurance as recommended by the relevant sport National Governing Body. Voluntary coaches may be covered by USSU’s insurance policy – please speak to the Head of Opportunities & Wellbeing to confirm if this applies.

# First Aid

Coaches should be aware of the location of the First Aid facilities/equipment, qualified first aiders, and nearest phone within the venue from which they are operating.

Each club will have access to a qualified First Aider and adequate First Aid provision at all times to deal with any accidents or injuries which occur, through either training & supplies given to club members, or provision by the sports facility being used.

All accidents, injuries or near miss incidents must be reported to the Student opportunities department within 24 hours. It is the responsibility of the committee to do this; however we welcome multiple reports and the inclusion of reports from coaching staff, as we are aware there can be technical issues involved that coaching staff may be better placed to explain in a report.

# Registering as a Coach

**Appointing Coaches**

All coaching staff must complete a Coach Registration Form upon agreeing to provide coaching services to a Students’ Union group. Copies of the coach registration form can be found at <http://www.suug.co.uk/activities/handbook/coaching/> and the registration form must be returned to the Club Sport Coordinator with copies of any relevant qualifications and insurance details.

Once the registration form is completed, the Student Opportunities department confirm the registration via email, copying in the relevant student group committee, and if relevant will clarify the maximum spend available on coaching (providing the student group reaches their target membership level). Coaching contracts are not issued separately as they form part of the Coach Registration Form. Any alternation to the standard terms and conditions must be indicated to the Student Opportunities department when returning the form.

The maximum coaching spend is given to each student group committee by the Student opportunities department in August each year, and based on the group recruiting a target number of members. If this target is not reached, then in October the Student Activities department contact the student group committee and it is the responsibility of the committee to inform the coach of changes to the maximum spend available for coaching services.

If there are any changes at other points during the year to the maximum spend available for coaching then it will be communicated to the relevant student committees and registered coaches as soon as possible.

Coaching registrations are valid for one academic year, running 1st August to 31st July in line with the Students’ Union financial year. Registrations must be completed each year as they form the coaching contract for that period of validity. Copies of qualifications from registered coaches will be kept on file, and do not need to be resubmitted with subsequent registrations if they are still valid.

# Payment Procedures and Employment Status

Coaching fees are not payable to current students who provide a coaching service to a club of which they are a member, except in certain situations. Usually students will be reimbursed agreed costs towards their qualifications and insurance.

The Students’ Union does not employ any coaches as employees, and do not pay national insurance or tax on behalf of any coaches. We regard all coaches as self-employed and responsible for paying tax and National Insurance contributions on their income.

**As a registered coach for the Students’ Union, you will need to submit an invoice at least termly, in arrears, for payment for sessions delivered.** You can submit invoices monthly or termly, and please bear in mind for all invoices that the Union operates a fortnightly payment structure, not weekly. Invoices should be emailed to your group leader contact, for them to approve and pass on to ussu-teamsalford@salford.ac.uk

**Payments will not be made to coaches who have not been registered, and a schedule of invoice deadlines can be found overleaf.** The Union is not able to make payments for services delivered that are not invoiced during the correct timeframe, so please ensure you submit invoices either monthly or termly and have covered all payments for the session delivery period by the deadline date. We do not pay for services not yet delivered, so please ensure your invoices cover the correct dates.

All invoices must have a billing address that clearly states the relevant club, at the University of Salford Students’ Union office address (found at the back of this document).

**Payment timeframes**

**Session delivery period** **Deadline for invoices** (emailed to ussu-teamsalford@salford.ac.uk ) September – December 30th January

January – April 30th May

April – June 20th July

# Employment Status

The Students’ Union follows guidance from Sports Coach UK regarding the employment status of coaches, and considers all coaches who receive payment to be self-employed based on the following conditions:

* If a coach is unwilling to attend an agreed coaching session, you do have the right to send an equally qualified person in your place. However, you do not have to send someone in your place, and have the right to decline continuing to work with any of our clubs.
* Coaching sessions will be agreed in advance with the committee members, and the general schedule and maximum payment will be confirmed with the Activities staff team upon completion of the coach registration form. Any changes in maximum payment or sessions will be communicated by the student committee or Activities staff as soon as they are aware of any changes.
* Although the coaching sessions are limited to certain times, dates, and locations because of restrictions on our sports facilities, any coach is free to decline working the sessions.
* Payment is only made for sessions delivered – there are no contracted set hours, paid leave, pension, overtime or bonus payments.
* The Students’ Union provides basic equipment for each sport training and fixtures, however if you consider any specialist training equipment to be required then you will need to provide this as part of your coaching fee. On limited occasions the Students’ Union may consider purchasing specialist training equipment for groups, but the equipment would need to be shown to be of a benefit to multiple groups of students for this to be considered.

For more information about the employment status of University sport team coaches please read the Sports Coach UK document ‘A Guide for Coaches Working in Higher Education’, available at <http://www.sportscoachuk.org/resource/employment-status-coaches-guide-coaches-working-highereducation>

# Contact Details

The best email address to contact the Student Opportunities department on is ussu-teamsalford@salford.ac.uk, and the Student Opportunities team will help.

The office address of the Students’ Union, where all invoices must be addressed to, is:

University of Salford Students’ Union

University of Salford

University House

The Crescent

Salford

M5 4WT