# Image result for salford students unionUniversity of Salford Students’ Union

# SPORTS/ACTIVITY COACH REGISTRATION FORM

Please ensure you have read the ‘**Information for Coaches**’ leaflet available at <https://www.salfordstudents.com/sport/committee-hub/coaching> prior to completing this form.

## 1) Group Details & Period of Validity

|  |  |
| --- | --- |
| **Name of Student Group that you will be providing coaching for:** |  |
| **Name of Committee Member that terms have been discussed with:** |  |
| **Event(s) you will be involved with:** | Regular Training / Fixtures / Other (please give details if ‘Other’) |
| **Period of Validity:** | Beginning:  Ending: |

***Please note:***coaching registrations run within academic years, between 1st August and 31st July the following year.

## 2) Personal Details

|  |  |
| --- | --- |
| **Full Name:** |  |
| **E-mail:** |  |
| **Contact Address:** |  |
| **Phone:** |  |
| **Status:** | Volunteer / Paid *(NB current club members cannot receive payment for coaching duties)* |

***Please note:*** our usual form of contact is via email – please indicate above if this is not convenient for you

**Our insurance cover only covers coaching insurance for volunteer coaches.**

If you are a paid coach then you will need to provide confirmation that you have sufficient coaching insurance.

## 2a) Bank Account Details & Proposed Rate of Pay (Paid Coaches Only)

|  |  |
| --- | --- |
| **Account in the name of:** |  |
| **Bank Account Number:** |  |
| **Sort Code:** |  |
| **Bank Name:** |  |
| **Proposed Rate of Pay:** | £  *per hour / per session / per term / per year* |

***Please note:*** you will need to submit an invoice at least termly for payment to be processed, in line with the payment deadlines found in the Information for Coaches leaflet. All payments are processed in arrears.

## 3) Current Qualifications/Experience

|  |  |
| --- | --- |
| **At what level have you coached previously?** |  |
| **Occupation & current employer name and address (if applicable):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sport/ Activity/ NGB** | **Qualification & Level** | **Date Awarded & Period of Validity** | **Brief description of relevant experience** |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Accident/ Professional Indemnity Insurance** | Y / N | Valid from: | Expiry: |
| **First Aid** | Y / N | Valid from: | Expiry: |
| **NGB Membership** | Y / N | Valid from: | Expiry: |

**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 [ussu-teamsalford@salford.ac.uk](mailto:ussu-teamsalford@salford.ac.uk) or you can arrange for committee members or yourself to meet with the Opportunities or Reception staff to take copies at the Union.

**Your registration is not complete until all relevant certificates have been received by the Union.**

## 4) Declaration

* I have received, understood and agree to abide by the information and codes of practice from the ‘Information for Coaches’ leaflet;
* I hereby give permission for the Students Union, should they deem it necessary, to contact the named referees, or any other named persons or governing body(s), in order to verify the validity of any qualifications or coaching experience mentioned above;
* I agree that tax & national insurance contributions arising from any payment from USSU are my responsibility;
* I understand that there is a maximum spend available for coaching per year, and agree that I will not deliver coaching services that will incur costs beyond that amount;
* I certify that all information given in this application is, to the best of my knowledge, accurate and true.

|  |  |  |
| --- | --- | --- |
| Coach Print Name and Signature |  |  |
| Club Committee Print Name and Signature |  |  |
| Club Sport Coordinator Print Name and Signature |  |  |

Please return the completed form to [ussu-teamsalford@salford.ac.uk](mailto:ussu-teamsalford@salford.ac.uk), or hand in at our reception