**COACHES’ CODE OF CONDUCT**

**for clubs and societies**

This form must be read and signed by any volunteer/ self-employed coach or instructor before they work with your club or society. A new signed form must be submitted each academic year.

Completed forms must be emailed or handed in to Hannah Chenneour ([h.chenneour-cocking@worc.ac.uk](mailto:h.chenneour-cocking@worc.ac.uk)). The Code of Conduct is not valid until countersigned by an appropriate member of Students’ Union staff.

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| --- | --- |
| Full name of coach/instructor |  |
| Address |  |
| Email address |  |
| Phone number |  |
| Volunteer/ Self-Employed\* |  |
| Rate of pay & payment method  Maximum travel expenses is 45p per mile.  Reimbursement will be by BACS within 14 days of receipt of invoice providing evidence of expenditure is attached to the invoice. | Rate of Pay:  Bank:  Account name:  Sort code:  Bank account number: |
| Qualifications Please attach copies |  |
| NGB Registration/ Licence number & expiry date |  |
| Insurance |  |
| Additional equipment the coach will provide |  |
| Agreed hours of work (when & where) |  |

\*Please check, using HMRC guidance that you as coach/Instructor are meeting Self Employed requirements.

1. The duties expected of the coach:

E.g. Equipment provided, nature of training etc…

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1. What the coach can expect from the club members:

E.g. Advertisement of sessions, prompt attendance etc…

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1. Either party (the Students’ Union or the coach) may terminate the coaching arrangement as follows:
2. Immediately upon a breach of the signed code of conduct.
3. A months’ notice in writing by either party outlining the reasons why. Please contact [h.chenneour-cocking@worc.ac.uk](mailto:h.chenneour-cocking@worc.ac.uk)

**Code of Conduct**

1. Worcester Students’ Union (WSU) operates an equal opportunity policy to ensure that no students are unlawfully discriminated against, either directly or indirectly, as a consequence of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation. All personnel working with members of WSU clubs and societies must at all times comply with this policy.
2. Coaches have a responsibility to promote a positive and inclusive environment. Any allegations of bullying or intimidation by any member of the team must be reported to a WSU official e.g. the Sports Co-ordinator who will investigate in accordance with WSU’s disciplinary procedures as outlined in the Constitution and bye-laws available at http://worcsu.com/yourunion/aboutwsu/
3. It is the responsibility of the Coach to work with the club/society committee to ensure that ineligible athletes do not participate in training, fixtures, events or competitions. Ineligible athletes include those students who have not paid the appropriate club membership fee and/or those not meeting the appropriate criteria of the competition organisers in view of their level of ability, or academic status. WSU takes a zero tolerance approach in this respect.
4. All personnel working with members of WSU clubs must ensure there is a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual. It must be remembered at all times that students are primarily enrolled at the University of Worcester for educational purposes and this must always take priority.
5. All personnel working with members of WSU clubs must be responsible for the setting of boundaries between working relationships and friendships with their athletes and team members, in both practice and communication.
6. All external coaches must have or be working towards a recognised coaching qualification.
7. All personnel working with members of WSU clubs must recognise that they may have access to confidential information about their athletes and members and strict confidentiality must be maintained at all times.
8. Coaches must not exert undue influence over their athletes or team members in order to gain personal benefit or reward.
9. Coaches are responsible for the general safety of all athletes and team members in their care. Equipment and conditions within the working environment must be checked in accordance with usage guidelines.
10. Personnel working with members of WSU clubs must consistently display high standards of behaviour and appropriate standards of appearance.
11. Visiting or one-off coaches must be made aware of this code of conduct and the expectations of them. Such coaches must also provide evidence of their qualifications before they coach a WSU club. It is the responsibility of the committee member or coach who extended the invitation to the visiting/one-off coach to inform them of this.
12. All allegations concerning misconduct by a member must be reported to the Students’ Union via the Sports Co-ordinator who will invoke the SU’s disciplinary procedure where appropriate.

I hereby acknowledge that I have read the WSU Coaches’ Code of Conduct and confirm that I will work according to these requirements and in a spirit of partnership.

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| **Coach’s signature:** |  |
| **Coach’s full name:** |  |
| **Date:** |  |
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| **Signed on behalf of club:** |  |
| **Name/Role:** |  |
| **Club:** |  |
| **Date:** |  |
|  | |
| **Signed on behalf of SU:** |  |
| **Name/Role:** |  |
| **Date:** |  |

*One copy of this form must be retained by the club/society, another by the coach signing the form and a further copy retained on Worcester Students’ Union records.*