

A. Personal Details of Coach/Instructor/Teacher

Club/Society/Project	
Position (e.g. Head coach, Dance teacher etc)	
Company	
First Name	
Surname	
Email Address	
Phone Number	
Details of National Governing Body & other qualifications	
Fee (per hour, per session etc)	
Coaching/teaching day(s), time & location	
Do you have your own public liability insurance (yes/no)? If so, please state amount & reference no	
Do you hold a valid first aid certificate (yes/no)? If so, please state what level & expiry date	

B. Responsibilities

Coaches/Instructors/Teachers are responsible for:

1. Implementing appropriate safety precautions, for example ensuring that participants wear protective clothing where appropriate and for checking all equipment before use.
2. Advising the student volunteers running the group on any appropriate affiliations, team selections, tactics, competition opportunities, budget preparation and development plans where appropriate.
3. Ensuring that the group remains student-led and that decisions are taken by the elected Club Committee.
4. Maintaining a high degree of professionalism and personal integrity within their work. They should encourage Club members to treat opposition and officials with due respect.

5. Treating committees and members with due courtesy and respect at all times, and ensuring that fair and equal treatment is given.
6. Sending their invoices to the Club, Society or Project Committee to review and submit to the Students' Union to be processed and paid
7. Ensuring that relevant Union and College policies are adhered to at all times, including our Equal Opportunities Policy, Alcohol Code of Conduct, and under 18's policy.
8. Recognising that the individuals running the club are volunteers and that Club, Society & project members are students who have competing demands on their time, and often need to prioritise academic commitments.

The Club, Society or Project Executive Committee is responsible for:

1. Listening to the advice from the coach/instructor/teacher but making the final decision in all matters as a Committee.
2. Recording all accidents or near misses which occur during their session (as denoted by the time of sessions). This must be reported immediately on SALUS, the College's online incident report software which can be accessed on the College website.
3. Uploading financial documentation including invoices to eActivities as promptly as possible to ensure payment.
4. Providing coaches/instructors/teachers with the Union's requirements for invoices and liaising with the Union to ensure that any issues or questions with invoices are resolved as promptly as possible.
5. Attending Union training sessions to learn how to organise and administer the club correctly. Communicating all relevant deadlines to the coach/instructor/teacher e.g. competition dates, financial year end etc.
6. Communicating any issues or concerns with the coach/instructor/teacher to Imperial College Union.
7. Arranging and organising space for classes, training and matches.
8. Providing coaches/instructors/teachers with relevant Union policies and contact details upon request.
9. Ensuring that relevant Union and College policies are adhered to at all times, including our Equal Opportunities Policy, Alcohol Code of Conduct, and under 18's policy.

Imperial College Union is responsible for...

1. Processing invoices within the stated terms on the invoice once it is uploaded on eActivities provided that the invoice meets the terms of our financial regulations.
2. Resolving disputes between Club, Society & Project Committees and Coaches/Instructors/Teachers.
3. Signing any service contracts between Clubs, Societies & Projects and Coaches/Instructors/Teachers.
4. Signing any other contracts between the Clubs, Societies & Projects and external organisations such as venues or national governing bodies.

C. Contacts

Issues concerning coaching and teaching should be directed to either:

Anthony Crowther – Student Activities Manager – a.crowther@imperial.ac.uk

Abi De Bruin – Deputy President (Clubs & Societies) – dpcs@imperial.ac.uk

D. Declaration

I have read the terms and conditions outlined above and agree to abide by them.

Coach/Instructor/Teacher

Signed

Date

Print Name

Club, Society or Project Chair/President/Captain

Signed

Date

Print Name

Imperial College Union

Signed

Date

Print Name

Imperial College Union

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