



University
of Glasgow

Sport



Club Coach Hand Book

University of Glasgow Sport

Contact Jamie Taylor

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Glasgow University Sports Association

Contact GUSA President

0141 330 5342

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University of Glasgow - Club Coach Application

Please read the following information and guidelines before completing the online form. This information should be printed off and retained for future reference.

1 Regulations on coaching sports clubs

- 1.1 Those coaching sport activities are required by law to ensure, as far as reasonably practicable, the health and safety of themselves and other who may be effected what they do or fail to do (Health & Safety at Work Act, 1974).
- 1.2 Coaches must apply for a coach's card on an annual basis. Successful applicants will be issued a club coach identification card.
- 1.3 Applicants for club identification card must submit proof of up to date accreditation, licence or qualifications, where such awards exist.
- 1.4 All club training sessions must take place under the supervision of one or more registered coaches.
- 1.5 In the Stevenson Building, and at Garscube Sports Complex, coaches must use their identification card to access the facilities. Should no club coach be present, club sessions may not be permitted to take place.

2 Applications and renewals

- 2.1 Coaches renewing their application will be required to complete the online registration form, as well as supplying any new or updated qualification documents.
- 2.2 All new coaches must complete the online registration form, and provide copies of all relevant licence or qualification documents, including an Enhanced Disclosure Certificate.
- 2.3 Copies of any appropriate qualifications can be handed into the Stevenson Building or Garscube Sports Complex for the attention of Jamie Taylor or emailed to Jamie.Taylor@glasgow.ac.uk.
- 2.4 Once the registration process has been complete, coaches will be notified by email, at which point they will be able to collect their card from the Stevenson Building or Garscube Sports Complex.
- 2.5 Coaches must be registered no later than 31st October each year. In exceptional circumstances applications can be processed after this date.

Useful Contact Information

Online Registration Form

Please direct all queries to Jamie Taylor 0141 330 2933

Jamie.Taylor@glasgow.ac.uk

University of Glasgow Staff & Coaches Code of Conduct

This code of conduct has been adapted from that of Sports Coach UK and outlines the ethical standards to which University Sport staff members, GUSA coaches and all other related coach and teaching are expected to conform.

- 1 Staff and Coaches have a professional responsibility to maximise benefits and minimise risks to athletes. Staff and Coaches should always attempt to attain a high level of competence through formal qualifications and commit to ongoing training and:
 - will provide a safe environment
 - follow advice from a professional when determining if an injured player is ready to play or train
 - take responsibility for the young people in their care until they have safely left the activity
 - promote the execution of safe and correct practices
 - be professional and accept responsibility for their actions
 - actively promote the positive benefits of sport.
- 2 Staff and Coaches¹ must respect and champion the rights of every individual to participate in sport and:
 - assist in the creation of an environment where everyone has the chance to participate
 - create and maintain an environment free of fear and harassment
 - respect right of athletes² to be treated as individuals
 - promote the concept of a balanced lifestyle.
 - Be reasonable in demands of athletes time, energy and enthusiasm
- 3 Staff and Coaches must develop a relationship with athletes and others based on openness, honesty, mutual trust and respect and:
 - not engage in behaviour that constitutes any form of abuse whether it is emotional, physical, sexual, neglect or bullying
 - avoid sexual intimacy with athletes
 - take action if they have concerns about the treatment of a child
 - should empower athletes to be responsible for their own decisions
 - should clarify the nature of the coaching.
- 4 Staff and Coaches have a professional responsibility to demonstrate proper behaviour and conduct at all times and:
 - be fair, honest and considerate to athletes and others in sport
 - project an image of health, cleanliness and efficiency
 - be positive role models for athletes.
 - Stay informed about sound coaching practices
 - Ensure respect is shown to opponents, the officials and opposing coaches and supporters

¹ staff and coaches - this covers all University Sport Staff, GUSA club coaches and any other related coaches.

² athletes - this covers all students and children who are under the supervision of any coach or staff member.

Coaching Agreement

University of Glasgow Sport

This Coaching Agreement sets out the terms and conditions of Coaching of the University of Glasgow Sport Facilities and incorporates the University Sport Rules. Coaching is subject to these terms and conditions and is at all times conditional on the Coach abiding by the University Sport Rules

If you have any questions about the meaning or effect of the Coaching Agreement please raise them with an University Sport representative.

Meaning of terms

Facilities	Premises and equipment provided by GU from time to time
GU	University Court of the University of Glasgow, University Avenue, Glasgow, G12 8QQ
Coach	a person who has achieved the minimum recognized coaching standard as defined by the sport's governing body, or where such a qualification is not defined, appropriate competence in leading sport sessions (taking experience and knowledge into consideration).
Coaching Year	period from 1 October 2016 to 30 September 2017
Premises	collectively the sports centres and playing fields provided by GU from time to time
University Sport	University of Glasgow Sport
University Sport Rules	the rules and regulations published from time to time by GU
Vacation Periods	the vacation periods determined by GU on an annual basis

Membership, fees and hire

- 1 GU reserves the right to accept a Coach at its sole discretion.
- 2 GU reserves the right to refuse entry to the Premises by any Coach or former Coach whose Coaching card has been suspended or terminated.
- 3 Coaching card is personal to a Coach and may not be assigned, transferred or otherwise disposed of.
- 4 Every Coach will be issued with a Coaching card which shall remain the property of GU and which is strictly non-transferable. Any Coach may be asked at any time to produce their Coaching card and must do so. If a Coach is unable to produce their Coaching card, GU reserves the right to refuse admission or to eject the Coach from the Premises.
- 5 Loss or theft of a Coaching card must be reported to the University Sport immediately and GU reserves the right to charge a nominal fee for the replacement of any Coaching card.
- 6 Coach's shall be liable for the cost of any damage or loss (including theft) caused to the Facilities, by them (fair wear and tear excepted).

Term and termination

- 7 Coaching card access shall subsist for the duration of the Coaching Year.

Suspension and cancellation

- 8 GU reserves the right at its sole discretion and at any time to cancel or suspend the Coaching card of any Coach with immediate effect in the event that the Coach commit a serious breach of this Coaching Agreement and the breach if capable of remedy, is not remedied within 7 days of receipt of a notice advising the Coach of such serious breach particularly where:
 - (a) the Coach fails to obey notices and signs in the Premises or the instructions of University Sport representatives
 - (b) the Coach breaches any of the University Sport Rules
 - (c) the Coach's conduct is improper or likely to endanger the welfare, safety, harmony, staff or reputation of GU or to compromise the reasonable enjoyment of others
 - (d) the Coach is shown to have provided GU with false or misleading information for the purposes of gaining a Coaching card for him or her any amounts due and owed to GU by the Coach have not been paid within 14 days following the date of a written notice of the amount due
 - (f) the Coach allows another person to use his/her Coaching card to access the Premises or
 - (g) a coach brings any person on to the Premises on an unauthorised basis without prior discussion with appropriate member of staff.

Health

- 9 In accepting a Coaching card, the Coach warrants and represents that, so far as the Coach is aware, the Coach is in good physical condition and is capable of all forms of exercise and that such exercise would not be detrimental to his/her health.
- 10 Without in any way limiting the scope and effect of the Coach's warranty given in clause 9 above, the Coach is responsible for bringing to the attention of GU any medical condition that may present a risk to a Coach engaging in any particular activity or exercise.

Liability

- 11 GU's liability for damage to or loss (including theft) of Coach's property, including theft or loss of items from lockers, is strictly limited to damage or loss suffered as a result of the negligence of GU, its staff or agents.
- 12 GU will not accept any liability for any accident or injury (including any fatality) to any Coach that may occur on the Premises other than liability which may arise from the negligence of GU, its staff or its agents. All such incidents must immediately be reported to an SRS representative.
- 13 Valuables, clothing and personal items should be stored in the lockers provided. Lockers are provided on a daily basis only and items left overnight will be removed and treated as lost property.
- 14 All items of lost property are logged and will be held on the Premises for no more than two weeks. Thereafter, unclaimed items will be passed to the police.
- 15 Coaches must provide copies of their qualifications in order to be covered by the Universities Public Liability Insurance. Additional insurance through National Governing Bodies or otherwise is also highly recommended.

General

- 16 GU operates CCTV and similar equipment to monitor safety and security and may monitor telecommunications, data communications and other communications as permitted by relevant legislation.
- 17 GU collects and processes personal information, including images, of its Coaches and potential Coaches for processing Coach applications, managing and administering Coaching, health and safety reasons. Coaches are responsible for advising GU as soon as practicable of any changes to their personal details.
- 18 Where a Coach is also a matriculated student or employee of GU, nothing in this Coaching Agreement shall operate to limit the effect of such other terms and conditions of matriculation or employment as may exist between the Coach and GU.
- 19 GU reserves the right to prevent entry into or reject from the Premises anyone whose behaviour or appearance is, in its sole opinion, deemed by it to be unsuitable.
- 20 GU reserves the right to add, change or provide suitable alternative Facilities and may also at any time withdraw all or part of such Facilities for any period(s) where they are required for tournaments or other activities or in connection with any repair, alteration or maintenance work.
- 21 GU reserves the right at any time to adjust opening hours for all or any part of the Facilities.
- 22 GU may alter, amend or add to the University Sport Rules at any time. Alterations, amendments and additions to the University Sport Rules will be posted in the Facilities which will constitute due notice of such changes.
- 23 GU reserves the right to show visitors, potential members and other individuals the Facilities.
- 24 Neither the Coach or GU shall be deemed to be in breach of this Coaching Agreement by reason of any delay in performing, or any failure to perform, any of their respective obligations if the delay or failure was due to any cause beyond the Coaches or GU's reasonable control, including but not limited to, acts of God, explosions, actual or suspected terrorist attacks, floods, fire or accident, war or threat of war, sabotage, civil disturbance, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority, import or export regulations or embargoes or industrial actions or trade disputes.