

## COACHING GUIDELINES

This document aims to provide clarification on the recruitment, and payment of coaches supporting the SU Sport programme. There are currently 3 levels of coaches within our programme: qualified Head Coaches (internal or external); unqualified student coaches; and unqualified non-student coaches. In most sports, the NGB guidance typically states a level 1 qualification does not provide the required teaching to be a head coach and lead sessions. In addition, any coaching that takes place (by qualified coaches) must be done so on a self-employed basis.

### **Qualified Head Coaches (level 2 or sport equivalent Head Coach qualification)**

- Must be registered as self-employed (UTR number to be provided)
- Must have Public Liability Insurance (proof required)
- Any coaching given should be within the individuals capabilities and the coach should not attempt to deliver a session outside the current expertise

**Proof required:** *Coaching Certificate, public liability insurance, completed risk assessment, and first aid qualification (if module not included in their coaching certificate)*

### **Student Coaches who hold a level 1 coaching qualification or below (can be internal staff)**

- Must be a current student at the University
- Must have a valid SU Activities membership
- Coaching must to completed on a voluntary basis
- Any coaching given should be within the individuals capabilities and the coach should not attempt to deliver a session outside the current expertise

**Proof required:** *Coaching Certificate (if level 1), verification of student status and Activities membership, and completed risk assessment.*

### **Non-student Coaches**

Must have a minimum of a level 1 qualification for the specific sport

- Must be working towards a level 2 qualification (or equivalent head coach qualification for the specific sport) - evidence should be supplied
- Non-students are not covered under the SU Activities Insurance and therefore must take out their own Public Liability Insurance (evidence must be provided)
- Coaching must to completed on a voluntary basis (reasonable expenses can be claimed if approved within the recruitment process)
- Any coaching given should be within the individuals capabilities and the coach should not attempt to deliver a session outside the current expertise

**Proof required:** *Coaching Level 1 Certificate, public liability insurance, completed risk assessment, and first aid qualification (if module not included in their coaching certificate)*

***All evidence must be supplied prior to any coaching taking place***