



## **University of Lincoln Students' Union For Coaches and Instructors for Sports Clubs and Societies**

### **1. Introduction**

- 1.1. The University of Lincoln Students' Union encourages Sports Clubs and Societies to work alongside a coach or instructor to support in the development of the activity.
- 1.2. All coaches and instructors must register with the University of Lincoln Students' Union Activities Department before they are eligible to run sessions with their respective activity.

### **2. Procedure**

- 2.1. The Sports Club or Society will be required to complete a Coaching Agreement Form annually which can be found on the University of Lincoln Students' Union website at <http://lincolnsu.com/activities/resources>.
- 2.2. Once completed, the form can be returned to the University of Lincoln Students' Union reception, to [sports@lincolnsu.com](mailto:sports@lincolnsu.com) or to [societies@lincolnsu.com](mailto:societies@lincolnsu.com).
  - 2.2.1. A member of the Activities Department will review the form to ensure that the Coach or Instructor, is appropriate for the Sports Club or Society.
- 2.3. The Coach or Instructor will only be invited into the University of Lincoln Students' Union to complete a Disclosure Barring Service (DBS) check if the risk assessment states that the coach will be exposed to students on a one to one basis and not in a group environment at all times. If a DBS is required, it will be with an appropriate Countersignature at the University of Lincoln Students' Union.
  - 2.3.1. Voluntary Coaches or Instructors will not have to pay for any checks as volunteers get this free of charge.
  - 2.3.2. A DBS check for a paid Coach or Instructor will need to be paid for by the respective activity.

- 2.3.3. The Sports Club or Society will need to raise a purchase request via the Activity Dashboard to the University of Lincoln Students' Union with the quote for the price of the DBS check.
- 2.3.4. The University of Lincoln Students' Union must have been notified of the Coach or Instructor via a completed Coaching Agreement Form.
- 2.3.5. Prior to this check the Coach or Instructor must ensure that they have the correct documentation to take to the meeting. The documentation required can be found online at <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->.
- 2.4. The DBS certificate will be sent to the address given when completing the form. Once the coach has received this back, they must show this to a countersignature at the University of Lincoln Students' Union to ensure that the Coach is approved and paid.

### **3. Payments**

- 3.1. Both the Activity Treasurer and the Coach/Instructor must complete a Payroll Form in order to pay their coaches.
- 3.2. This form can be found online at <http://lincolnsu.com/activities/resources>
- 3.3. Once completed, it must be returned to [sports@lincolnsu.com](mailto:sports@lincolnsu.com)
  - 3.3.1. Payroll Forms must be submitted before the 1<sup>st</sup> of every month.
  - 3.3.2. Payment is processed one month in arrears. If the Coach or Instructor has worked in February and the Form is submitted by 1<sup>st</sup> March, then payment will be received on the 25<sup>th</sup> March via a BACS transfer.
- 3.4. If BUCS funding approval included Coaching or Officials costs, then this will be declared on the form and deducted from the University of Lincoln Activities Department budget nominal when processed.