

## Coaching

### 11.1 Recruitment

Coaching is integral to a sporting club to ensure enjoyment and success at both recreational and/or competitive levels. It is the responsibility of the club to ensure that their coaches are suitably qualified in their respective sport.

Where the club is engaging the services of a coach (including engagement in a voluntary capacity or where the club is covering expenses) the committee must have a system in place for screening and selecting coaches. This system must be documented and a person (s) identified within the club who is responsible for the recruitment and management of coaches. A sample application form for coaches is available from [www.ucd.ie/sport](http://www.ucd.ie/sport) please refer to the Clubs section or see Appendix 2.

Information on screening and selecting volunteers is also available from [www.volunteeringireland.ie](http://www.volunteeringireland.ie), please refer to their Fact Sheet no. 11 in their downloads section. (All of these Appendices / Fact Sheets are available to download from [www.ucd.ie/sport](http://www.ucd.ie/sport), please refer to the Clubs section).

All coaches whether they are being paid or not must be provided with a coaching contract by the club engaging them. Where the coach is a volunteer, please complete a Volunteer Coaches Agreement. Where the coach is being paid for coaching services, please complete a Coaching Contract. Both the Volunteer Coaches Agreement and the Coaching Contract template are available to download from the UCD Sport website (as above). Where the coach is being paid you are also required to complete an Employee Set-up form. See section 11.2 "Payment to Sports Coaches" for further details.

It is important to note that the appointment of all UCD club coaches, whether paid or voluntary is subject to the final approval of the AUC.

### Vetting & Safeguarding

In order to comply with the new "UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement" for UCD Sport and the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016, the AUC has a statutory obligation to Garda Vet every person prior to taking up a role which involves work with a vulnerable person and /or a person under the age of 18 years. The AUC also recognises that in many clubs senior club members may lead training, activities and trips. Clubs may also engage volunteer or paid team managers. Therefore, please be advised that vetting is applicable to all coaches, leaders and managers irrespective of whether there are members 17 years of age and under or not registered with the club. Failure to comply with vetting will result in automatic disqualification for the proposed coach, leader or manager. National Vetting Bureau forms will be made available to clubs by the AUC and must be returned to the AUC Executive Secretary. A copy of the full policy document is available from the AUC and on the UCD Sport website.

Please note anyone acting in the role of a coach, a manager or a leader must ensure that their vetting remains valid whilst being engaged by a UCD sports club. As per AUC rules, vetting is valid for 3 years therefore, vetting must be renewed BEFORE that 3 year period expires (3 year period starts from the date on your NVB number).

**Please note that coaches/managers/leaders are only deemed to be vetted once the AUC receives confirmation of their vetting number and disclosure from the National Vetting Bureau via Ireland Active. Only those coaches/managers/leaders who have a valid vetting number are permitted to work/ volunteer with a UCD club.**

As the vetting process can take a number of weeks, clubs should endeavour to submit vetting forms in early-August to ensure that coaches/managers/leaders are vetted before term commences and their training starts. All coaches are required to read and implement the "UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement". All coaches/leaders/managers are also required to have completed Sport Ireland Safeguarding 1 before they commence work/volunteering with a club. A copy of the original Sport Ireland Safeguarding 1 certificate of attendance plus the Refresher certificate (where applicable), is required to be uploaded to the Club Document Upload system.

Please note that anyone acting in the role of a coach, a manager or a leader must ensure that their Safeguarding 1 qualification remains valid whilst being engaged by a UCD sports club. As per AUC rules, Safeguarding qualifications are valid for 3 years, in the first instance the course must be completed face-to-face, this qualification must be renewed BEFORE the 3 year period expires either by attending a face-to-face course again or by completing Sport Ireland's online refresher course. The 3 year validity period starts from the date the Safeguarding course was completed. BEFORE a six year period expires the course must be attended again by completing face-to-face training.

### Children (aged 17 and Under)

In relation to the practise of coaching children i.e. those aged 17 and under, please also refer to Sport Ireland's booklet Safeguarding Guidance for Children & Young People in Sport.

[Download the Sport Ireland Safeguarding Guidance for Children and Young People in Sport here](#)

This booklet covers the following area (See Appendix 4):

- Code for Sports Leaders
- Creating a safe and enjoyable environment
- Recognising and ensuring welfare of children

Note: Where members are aged 17 and under, their parents must complete a parental consent form. Students aged 17 years and under will be permitted to take part in club activities on and off campus provided that they submit a parental consent form for same.

It will be the responsibility of the Children's Officer in each club to ensure that parental consent forms are completed and uploaded to the Club Document Upload system for each person aged 17 years and under before they commence activity with the club.

A copy of the Parental Consent form to be used is available to download on the UCD Sport website. A copy has also been sent to each club's e-mail account. The form can also be found in Appendix 16.

Students aged 17 and under will be permitted to participate in club activity and /or competitive games with a UCD club once the parental consent form has been uploaded to the Club document upload system, has been verified by UCD Sport and the member has been uploaded to to the clubs membership on Sisweb.



[Click here to view the steps to take when uploading an U-18 club member](#)

When clubs are going on away trips they will need to advise on the on-line Travel Form if any of the participants are aged 17 years and under and ensure parental consent forms are already on file.

AUC Trip Rules have been developed with the University for overnight trips. (see the UCD Sport website and Appendix 16). All coaches/ managers/ activity leaders / trip leaders and committee members should ensure that they read these rules and that trips are organised in accordance with the rules.

When signing up members, please ensure to ask them if they are under 18 years of age. If so, please provide them with the parental consent form. The club will only be able to add the student as a member once they upload their parental consent form, they must then inform UCD Sport that they have done so, UCD Sport will then verify the member, after which the club can upload them on Sisweb as a member.

For the 2021/22 year the AUC is continuing to use its *Code of Ethics and Conduct for Sports Coaches*. In addition this document should also be signed by managers, instructors and club leaders. All coaches are required to read this code and sign it. A copy of the signed code should be uploaded to the Club Document Upload system. The Code of Ethics and Conduct for Sports Coaches is available from the UCD Sport website. See also Appendix 9.

Coaches/leaders/managers are also required to have completed 'Sport Ireland Safeguarding 1' training before they commence work/volunteering with a club. Certs for all coaches/managers/ leaders are to be uploaded by October 15th.

**In summary, the AUC requires clubs to submit the following for each coach they engage whether in a paid or voluntary capacity:**

- Completed Employee Set-up Form (where paid).
- Signed Code of Ethics & Conduct for Sports Coaches.
- Sport Ireland Safeguarding 1 Cert.
- Signed Coaching Contract (where paid) or Signed Volunteer Coaching Agreement (where a volunteer).
- Original signed and completed Ireland Active National Vetting Bureau Form.
- Details of recruitment and selection procedures.
- Coach to be named in the grant form.

**Failure to submit the above will result in automatic disqualification of the coach. All of the above should be submitted with club grant application form.**



[Click here to view a video of what is required for a Coach/Manager/Instructor/Leader](#)

In terms of club leaders (trip leaders/ activity leaders) the following are required (where no payment is applicable to the person):

- Signed Code of Ethics and Conduct for Sports Coaches.
- Sport Ireland Safeguarding 1 Cert.
- Original signed and completed Ireland Active National Vetting Bureau Form.
- Leader/s to be named in the grant form.

Please note that it is the coach's responsibility to pay their own insurance and membership fees to the respective sports association/governing body.

**Where unqualified club members are "coaching or leading" at club training sessions or trips, members must be advised by the person concerned that they are not qualified as a coach and that those taking part are doing so at their own risk.**

All coaches/leaders/managers seeking to have access to UCD Sport Facilities should be listed on your clubs grant application form.

While UCD AUC allocates various grants to clubs it does not take a lead role in the operation of these clubs. As such any employees/coaches of the clubs are employed directly by each club and not UCD. Clubs engage the coaches/leaders/managers and subsequently terminate the working relationship as appropriate.

Where the AUC does not have the required paperwork on file for a coach/leader/manager (namely Vetting, Safeguarding, Contract/Volunteer Coaching Agreement & Code of Conduct) they will not be permitted to coach/lead/manage a UCD club at all. You are therefore asked to ensure that all coaches/leaders/managers that will be involved with your club in September 2021 are Vetted via the AUC and have an up to date Safeguarding 1 Cert before September 2021. A copy of the coaches Safeguarding 1, their Contract /Volunteer Letter of Engagement and their signed Code of Conduct must be uploaded by the club as part of the grant process by October 15th. Full reviews of coaching records will be conducted by the AUC throughout the year. Any club that is found to not have the required paperwork on file for a coach/leader/manager, namely vetting and safeguarding, will be immediately stopped from operating any activities and the club will be referred to the AUC's Disciplinary process.

### Coaching/Leader/Manager Categories

In general sports coaches can be broken down into 3 categories:

- Volunteers
- Employees
- Self-employed

Volunteers do not get paid, however they may get reimbursed for any out of pocket costs provided these costs are reasonable and can be verified should there be no tax issues. (All such coaches/leaders/managers should sign a Volunteer Coach Agreement with the respective club which sets out the terms of the expenses. Furthermore, copies of expenses claims should be kept by the club. Where the coach/leader/manager is claiming for travel expenses please complete the Travel Expense Form on the UCD Sport website.)

The central issue in clubs is whether the coaches/leader/managers are employees or self-employed. The Revenue Commissioners have issued a general code of practice which was drawn up in conjunction with IBEC, SFA, ICTU etc. and this code lays down some criteria that can be used in establishing whether an individual is an employee or self-employed.

As a general guide as to whether a worker is an employee or self-employed; if the answer is 'Yes' to all of the following questions, then the worker is probably an employee:

- Do they have to do the work themselves?
- Can someone tell them at any time what to do, where to carry out the work or when and how to do it?
- Can they work a set amount of hours?
- Can someone move them from task to task?
- Are they paid by the hour, week, or month?

- Can they get overtime pay or bonus payment?

If the answer is 'Yes' to all of the following questions, it will usually mean that the worker is self-employed:

- Can they hire someone to do the work or engage helpers at their own expense?
- Do they risk their own money?
- Do they provide the main items of equipment they need to do their job, not just the small tools that many employees provide for themselves.
- Do they agree to do a job for a fixed price regardless of how long the job may take? Can they decide what work to do, how and when to do the work and where to provide the services?
- Do they regularly work for a number of different people?
- Do they have to correct unsatisfactory work in their own time and at their own expense?

With the view to the above it is likely that most sports coaches/leaders/managers working with clubs for pay would be treated as employees and would therefore be liable to PAYE/PRSI on their earnings. (Please refer also to section 4.10 on page 18 of the document "Income Tax-Statement of Practice" available from [www.revenue.ie](http://www.revenue.ie), for further information on the tax treatment of payment to coaches).

### 11.2.1 Payments to Employees

It is the responsibility of each club (employer) to register for tax and deduct the tax and pay it over to the Revenue Commissioners, together with any PRSI. To facilitate this Mazars have been engaged by the Athletic Union Council (AUC) to provide payroll services for UCD Sport clubs. For convenience and to reduce costs the AUC has been registered as the employers. Mazars will maintain the registration of the AUC with the Revenue Commissioners and will prepare payslips and the annual and quarterly returns to the Revenue Commissioners accordingly.

**The AUC will pass on in full the cost of pay, employers PRSI, levies and Mazars administration cost (for the processing of each payment to a coach, returns to the Revenue Commissioners, P45's, P60's etc.) to the respective club. An estimate of the total cost will be made during the processing of the clubs grant and will be held by the AUC until required. Where the total actual costs is less than that initially estimated in the grant application, the balance will not be issued to the club. Where the total cost exceeds that initially estimated, the AUC will recover the amount from the club.**

Please note that it is anticipated that payment to coaches will be made twice per annum in December and April/ May each year. Payment to coaches/leaders/managers in Semester one will require a completed Employee Set-up form to be submitted by October 29th 2021. Clubs are asked to indicate on this form the

amount that is payable to the coach/leader/manager until the end of this calendar year. Please exclude from the amount all legitimate expenses, (evidence of expenses should be retained by the club). Where your coach/leader/manager is over 66 years of age you are also asked to indicate this on the form as a different PRSI rate applies.

Each club will need to communicate this to their coaches/leaders/managers and obtain their PPS numbers and relevant details. A copy of the Employee Set-up Form is in Appendix 1 and also included with grant application forms. Each club which pays a coach/leader/manager (other than vouched expenses) is required to get their coach/leader/manager to complete an Employee Set-up form and return it to [Suzanne.Bailey@ucd.ie](mailto:Suzanne.Bailey@ucd.ie) by **Friday 29th October 2021.**

Prior to payment being issued in December and May, the club will be asked to confirm in writing the amount owing to a coach/leader/manager for the period in question by completing a time sheet for each coach. This time sheet is attached to the Employee Set-up Form.

Where a coach/leader/manager only becomes involved with a club after the October 29th deadline, the club is asked to immediately contact the Executive Secretary. Where clubs have engaged paid coaches/leaders/managers who they propose to pay at the end of Semester 1, the AUC will only process such payments where the grant process has been completed in full by that club. Ultimately it is you, the club, which recruits and manages your coaches/leaders/managers. Therefore, you have a responsibility to resolve any outstanding paperwork so that your grant and coaching payments can be made.

**It is important to note that the employees (club coaches/leaders/managers) will need to contact the Revenue Commissioners themselves regarding the allocation of their tax credits and cut-off points against this employment. To do this, the employee will require their own PPS number plus the AUC's PAYE registration number (9743288A). Otherwise the employee will be placed on emergency tax.**

### 11.2.2 Payments to Self-Employed

In the case of individuals who you believe are self-employed, you will be required to submit an invoice for the services, a current tax clearance certificate and evidence that the individual provides a similar service elsewhere. However, please note that the **final decision on whether a person is paid as a PAYE employee or self-employed will be made by the AUC.**

Further information on the operation of PAYE/PRSI can be found at [www.revenue.ie/en/business/employers-payee.html](http://www.revenue.ie/en/business/employers-payee.html). In addition, please ensure that any employment contracts issued to coaches/leaders/managers are clearly in the clubs name and not UCD's. A template for a club coaches contract is given in Appendix



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### 11.2.3 Payment to Coaches for Services Provided to UCD

It has come to the attention of the AUC that clubs and / or club members have been providing coaches/leaders/managers services to UCD Sport Facilities for activities, which UCD Sport Facilities staff run directly e.g. Sports Camps, Uni Life, New Era etc. Please be advised that should a club wish to participate in any of these events they are not permitted by the AUC or the University to invoice UCD Sport Facilities or any other third party for coaching services provided. **All payments issued to coaches/leaders/managers by clubs must be officially processed by the AUC via Mazars Accountants as per the agreement in place with the AUC, the University and the Revenue Commissioners for payment to coaches by clubs.**

Consequently, the following solutions have been agreed for the continued provision of such activities:

- a. *Clubs, if they wish, become involved in such activities as part of their own recruitment campaign and are not in receipt of any payment for their involvement.*

Clarification has been sought by the AUC from the UCD Safety Office with regard to the level of insurance for same, in particular where participants are not UCD students. The Safety Office has confirmed that as long as your club suitably manages and supervises the activity, the AUC's public liability policy would be extended to cover such activities. However, it should be noted that the AUC's personal accident policy only covers your club members engaged in club activities therefore, non-members would not be covered should they be injured. Where your club needs to purchase equipment for use during these particular activities, an agreement may need to be reached with UCD Sport Facilities regarding covering some or all of the cost of such equipment e.g. bows for archery, particularly where the activity does not have a recruitment benefit to your club, for example, birthday parties, camps etc.

- b. *Coaches/Leaders/Managers who may be involved with UCD clubs are formally engaged by UCD Sport Facilities or A. N. Other party within UCD as part time staff.*

The person's qualifications are verified by UCD

Sport Facilities or other party within UCD and the person receives payment directly from UCD Sport Facilities or other party within UCD. As a UCD employee they would be covered by UCD Sport Facilities's insurance and be compliant with the Revenue Commissioners.

- c. *Coaches/Leaders/Managers who may be involved with UCD clubs issue an invoice to UCD Sport Facilities or A.N. Other party within UCD for their services.*

Where payment is issued directly to the individual by the UCD Bursars Office less withholding tax i.e. they are being treated as self-employed, the person needs to provide evidence of their own Public Liability insurance of at least 1.4 million euro and proof of qualification / competency. This evidence of insurance and qualification needs to be provided before the person commences the work.

Furthermore, where an individual is working with those 17 years of age and under, the UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement must be adhered to as well as the recommendations of Sports Ireland's Safeguarding Guidance for Children and Young People in Sport.

### 11.2.4 Use of Club equipment for Non-Club Activity

If an individual or UCD Sport Facilities requires access to club equipment, written permission will need to be sought from the respective club for use of this equipment and compensation, if required, given to the club for use, replacement or repair of same. In addition, UCD Sport Facilities will be required to sign a form, which details their responsibilities with regard to the equipment use and also put in place appropriate insurance to cover the AUC and the club. Evidence of the required insurance will need to be provided to the AUC in advance of the use of any club equipment. A copy of the form, which UCD Sport Facilities should complete, is in Appendix 8.

**The AUC believes that it is important that UCD Sports Clubs continue to play a role in the recruitment and retention of students and will actively encourage and facilitate all clubs accordingly. However, in order to ensure that clubs are acting in accordance with the AUC's approved policies and procedures, should anyone contact your club for any of the aforementioned activities, it would be appreciated if the Executive Secretary could be advised in advance of your plans.**