

Volunteer Coach Agreement
Template

Re; Voluntary Coach Position, UCD XX Club

Dear XXXXX

Academic Year 2021/22

I refer to previous discussions, and would like to thank you for volunteering to undertake to coach the UCD XXXXX club members for the above mentioned academic year.

As a volunteer you will not be paid for your contribution but you will be entitled to reclaim vouched agreed expenses up to a maximum of XXX. You must submit a claim for agreed expenses to xxxxxx.

The Club reserves the right not to reimburse an expenses claim made by a volunteer should the claim be for an expense not agreed by the Club or not evidence of such expense is provided. The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.

I also enclose the following documents for you to read, complete and sign:

- Garda Vetting Form. Please return this form and copies of relevant id
- Athletic Union Council's (AUC's) Code of Ethics & Conduct for Sports Coaches
- Volunteer Coaching Agreement

I would be appreciated if you could return the above with a copy of your coaching qualification, a copy of your NGB Insurance/Affiliation and a valid Safeguarding 1 certificate to XXXXXXXX by XXX. A full review of coaching records for each club will be conducted by the AUC on October 18th, any club coach who is found not to be compliant with the above requirements, will be notified by the AUC that they are not permitted to coach from that date until all matters are remedied.

At all times, you must ensure compliance with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 and all policies and procedures adopted by UCD in relation to data protection.

In addition, you must ensure that all coaching is delivered in accordance with the respective club's health & safety statement and the approved practice for that activity as defined by the respective sports governing body

Please note that the appointment of all coaches is subject to the receipt of all required documentation, a satisfactory Vetting disclosure being returned and the approval of the UCD Athletic Union Council.

Kind Regards,

Chairperson

UCD XXXXXXXX Club

UCD Athletic Union Council

Volunteer Coaching Agreement 2021/22

UCD Club & Team:	
Coaches Name:	
Coaches Email:	
Coaches Telephone Number:	

Training Dates Semester 1:	September	
	October	
	November	
	December	

Training Dates Semester 2:	February	
	March	
	April	
	May	

Training Days & Times:	
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Reimbursement of Expenses	Reimbursement of expenses will be made by your Club up to XXX euro. Only expenses agreed by your Club will be reimbursed by your Club subject to relevant receipts / proof being submitted to your Club. The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.
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Coaches Qualification (s) : including Safeguarding Training	
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Please note the following:

- All coaching is subject to securing sufficient membership numbers and funding in the UCD Club and/or Team.
- All coaching is subject to proof of coaching qualifications and valid Safeguarding 1 certificate.
- All coaching is subject to successful completion of Garda Vetting with the AUC.
- It is the Coach's responsibility to pay their own insurance and membership fees to the respective sports association/governing body.
- The Coach must provide sufficient notice if they are not available to attend a coaching session.
- There may be other out of pocket expenses that you incur outside those covered above. Please check in advance for allowable expenses with your Club.

In signing below, you agree to provide Voluntary coaching support to the XXX Club for the period XXXXX to XXXXXX in accordance with the terms of this Agreement and accept and acknowledge the terms of the letter accompanying this Agreement. You further agree to at all times fulfil this engagement in accordance with the rules of the XXX Club and University College Dublin Athletic Council Union.

Signed: _____

Name: _____

Date: _____